

KINGS COUNTY
OCCUPATIONAL OUTLOOK
REPORT
and
TRAINING DIRECTORY
for survey years
1999 — 2001

A Product of
California Cooperative Occupational Information System
(CCOIS)



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Introduction

Welcome to the 2001 Occupational Outlook Report for Kings County. This annual publication is a product of the California Cooperative Occupational Information System (CCOIS) and a partnership between the Kings County Job Training Office (JTO) and the Labor Market Information Division (LMID) of the California Employment Development Department. The purpose of this publication is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to the Kings County Job Training Office at (559) 585-3532. Those wishing to obtain this information electronically may access the LMID web site at <http://www.calmis.ca.gov>

Information in the Occupational Summaries portion of this report apply specifically to Kings County. The report includes 60 occupational outlook profiles of occupations based on data collected from June, 1999 through October, 2001. The occupations studied were selected based on a variety of criteria, including the needs and interests of local career development and workforce preparation staff. The profiles in this publication do not necessarily constitute a list of demand occupations. Please see "Using the Occupational Outlook Report" and Research Methods (in the appendix) for additional details on this occupational data. Also included is information on services and training programs offered by regional schools and training providers.

While we have made a sincere effort to ensure that the information is accurate and up-to-date, information changes frequently. Occupational outlook information is generally considered to be current for three to four years, depending on the rate of change. If using the training directory, please contact the schools or training providers directly to verify or update the information before making career planning decisions.

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Using the Occupational Outlook Report

Before you begin...

The occupational profiles are summaries of key information collected from confidential surveys with several hundred local employers (typically 15 completed surveys per occupation). The information is designed to meet a variety of career and program planning needs. The research methods and sample questionnaire are contained in the appendix of this publication. Data collection runs from June 1999 through October 2001, reflecting minimum wage levels ranging from \$5.75 per hour to the current \$6.25 per hour through December 2001.

Also note that the Occupational Summaries for 2001 have been redesigned, making it easier for the user to understand. Training and work experience requirements, and supply and demand difficulties were included as part of a table making those sections an easier read. Employer Recruitment Methods were scaled back to include only those top three methods typically used by employers to find qualified applicants.

Occupation

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) or Dictionary of Occupational titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the DOT, published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

Employer Requirements

This category presents the amount and kinds of work experience, education, and skills required by surveyed employers. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report. Also included in this report are typical employer preferences and key personal traits usually present in those working in the occupation. Note that for 2001, Training/Experience requirements are listed in a table format with percentages representing the number responding *yes* or *no* from all responses.

Skills

This section indicates some of the most important qualifications, including technical requirements, basic skills, physical abilities and flexibility, as reported by surveyed employers. Employers were questioned about the relative importance of approximately 30 desirable qualifications. The most desirable qualifications are listed in descending order according to employer responses.

Wages and Benefits

The wage data enable comparison of salary ranges across occupations and are not intended to represent official prevailing wages. Ranges and median wages are those reported by surveyed employers and contracts

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (wages rounded to the nearest quarter are still considered to be representative). When less than three wage responses occur for an occupation, "insufficient data" is recorded as the response to insure confidentiality of the employer(s) who responded.

Benefit information indicates the extent to which employers provide medical insurance and other fringe benefits to full-time and part-time employees. Unless stated otherwise, benefits are paid in its entirety by the employer

Hours

The average number of hours worked are reported in each occupational summary. Part time hours were not always reported by employers.

Employment Trends

Employment Trends include data and information in the area of:

- Supply and Demand - The terms presented in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation. 2001 data is displayed in a table format.
- Occupational Forecast - Occupational size and growth projections based upon data provided by EDD, LMID.
- Annual Growth Rate - The projected number of annual job openings due to a net increase in employment for the periods 1995-2002 for **1999, 2000 and 2001.**

Recruitment Methods

All employers surveyed were asked what methods they primarily used when recruiting for the occupation surveyed. Those results were indicated on each occupational summary. 2001 summaries only include the top three recruitment methods.

Gender

Beginning in 1998, reporting employer response to the Gender question is included and is stated as a percentage of the employees represented.

Projections

Projections are an overview of decline or stability of growth of job opportunities in relation to the overall employment opportunities for the County. Employers responses are included if they experienced a decline, stability or growth in the occupation. They also responded if they expected employment to decline, remain stable or grow in the next 24 months.

Where the Jobs Are

A listing from the Standard Industrial Classification Manual of a maximum of four industries by type where jobs are found for the major reporting employers is included.

Uses for this Report

The information in this report can be used by a variety of organizations and individuals for many different purposes:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages and benefits, labor supply and demand and sources of employment and training.

Program Planning

This report provides local planners and administrators with employment data, training information, placement data, and occupation size and projected growth rates. Program planners can use this data to evaluate and improve existing programs, plan new services, or eliminate outdated offerings.

Curriculum Design

Training providers can assess and update their curriculum based upon current employer needs and projected occupational trends indicated in the report.

Economic Development

Government agencies and economic development organizations will find the information on occupational size, expected growth rates and wages useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resources Management

Small business owners and large corporate human resources directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and estimate the availability of qualified workers for business expansion or relocation purposes.

Terms Used in this Report

Terms used in this report quantify employer responses to questions regarding the supply demand assessment and experience of job applicants, size of the occupation within Kings County, and projected occupational growth rate for a specified outlook period. Each year's terms vary, according to the year the occupation was surveyed. Categories and definitions are as follows:

Experience of Job Applicants

<u>1999</u> All (100%)	Almost All (80-100%)	Most (60-80%)	Many (40-60%)	Some (20-40%)	Few (<20%)
<u>2000, 2001</u> All (100%)	Almost All (80-99%)	Most (60-79%)	Many (40-59%)	Some (20-39%)	Few (<20%)

Supply Demand Assessment (1999, 2000, 2001)

Very Difficult	Moderately Difficult	Not Difficult
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Size of Occupation by Employee

<u>1999</u>			
Small (>15)	Medium (15<30)	Large (30<65)	Very Large (65 and above)

<u>2000</u>			
Small (>15)	Medium (15<30)	Large (30<65)	Very Large (65 and above)

<u>2001</u>			
Small (>45)	Medium (45—89)	Large (90—194)	Very Large (195 and above)

Projected Occupational Growth Rate

<u>1999</u>			
Much Faster than Average (>15%)	Faster than Average (11-14.99%)	Average (9-10.99%)	Slower than Average (8.99-.01%)

<u>2000, 2001</u>					
Much Faster than Average (>15%)	Faster than Average (11-14.99%)	Average (9-10.99%)	Slower than Average (8.99-1%)	Remain Stable (-1 - .99%)	Slow Decline (<.99%)

Occupational Outlook Reports
for
1999, 2000, 2001

Accountants and Auditors

Surveyed 1999

DESCRIPTION

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

9 employers responded, 29 employees represented. 33% of surveyed employees are male and 67% are female. (OES 211140)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers report new hired Accountants and Auditors need at minimum, a high school diploma or the equivalent. Some employers report an associate degree was required, while many employers reported a bachelor degree is required. All employers surveyed require word processing and spreadsheet skills, while almost all require database skills. Some require skills in desktop publishing.

Many employers require previous work experience, while many report they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience, while few employers state technical or vocational training is required. Some employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$13.68	\$12.47
Experienced/New to Firm:	\$7.00 - \$18.81	\$14.38
3 Years Experience with Firm:	\$8.50 - \$23.97	\$16.70

*Additional compensation for management employees was reported to range from \$1165 - \$1414 per year. Yearly bonuses are reported to average \$7,500.

Almost all employers provide paid vacation and sick leave, while many provide for paid medical leave and a retirement plan for full time employees. Many employers provide life insurance and some employers provide dental and vision insurance for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 32 hours per week. Seasonal employees were reported to work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it is very difficult to find fully experienced and qualified employees, as well as inexperienced employees. Almost all of job vacancies occurred due to employee turnover and few were due to promotions. 26 Accountants and Auditors were hired in the last 12 months. Many employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 11.1%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; be able to pass a medical exam and drug test.

Other Qualifications: Candidates must be able to organize their time and the time of others; possess record keeping skills; pay attention to detail and be able to solve problems; they must work under pressure and be able to handle crisis. Candidates must possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	11%
• Newspaper Ads	67%
• Private Employment Agencies	11%
• Walk-in Applicants	11%
• In-House Promotions or Transfers	22%
• School, Program Referrals	56%
• Colleges/Universities	56%
• Employment Development Department	22%
• Union Hall Referrals	0%
• Internet	22%
• Trade Journals	11%
• Other	11%

WHERE THE JOBS ARE

Farm and Garden Machinery and Equipment

Accounting, Auditing, and Bookkeeping Services

Executive and Legislative Offices

Administration of Social, Human Resource and Income Maintenance Programs

Automotive Mechanics

16 employers responded, 65 employees represented.

Surveyed 2001

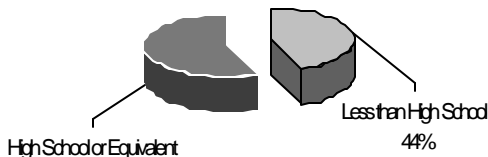
DESCRIPTION (853020)

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designed according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	75%	N/A	25%
Other Occupational Experience Accepted	19%	75%	N/A
Technical or Vocational Training Required	44%	44%	13%
Training Accepted in Lieu of Experience	69%	31%	N/A

Skills

Basic Skills	Must be able to communicate verbally; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends and over-time hours; pay attention to detail; be organized; perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours and must be able to pass a medical exam.
Other Requirements	Candidates may be required to pass a drug test and possess a good driving record. A few employers commented that they may have to own their own tools.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$6.25 - \$10.00	\$7.13
Experienced/New to Firm:	\$6.25 - \$16.00	\$9.75
3 Years Experience with Firm:	\$8.25 - \$21.50	\$14.25

Many employers provided medical insurance and paid vacation. Few employers report providing dental, vision and life insurance, and a retirement plan.

Hours

Full time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Many of the job vacancies occurred due to newly created positions. 17 Automotive Mechanics were hired in the last 12 months

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—94%
- * Newspaper Ads —82%
- * Walk-In Applicants—76%

Size of Occupation

Very Large

Gender

Male
98%



Female
2%

Projections.

Many employers surveyed expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 18.8%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Garages

Automotive Repair Shops

DESCRIPTION (OES 650210)

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

Ten employers responded; representing 36 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Few employers reported a high school diploma or equivalent is required, while almost all employers reported a high school diploma or equivalent is not required.

Almost all employers report previous work experience is not required, while few employers stated other work experience is accepted. Few employers report training is not acceptable in lieu of experience, while all employers reported technical or vocational training is not required for employment.

Skills

Basic Skills: Must possess basic math skills; be able to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; able to lift 50 lbs. and perform strenuous work.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; able to work nights and weekends.

WAGES AND BENEFITS

*Union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.05	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.50	\$5.75
3 Years Experience with Firm:	\$6.50 - \$10.00	\$7.88

Some employers provide employer paid vacation pay, while few provide employer paid medical, dental, vision, life insurance, sick leave and a retirement plan.

Hours

Full-time employees work an average of 42 hours per week while part-time employees work an average of 25 hours per week. Employees can be expected to work day, swing and graveyard shifts.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being very difficult to find inexperienced employees. All of the job vacancies occurred due to employee turnover. Four Bakers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	90%
• Newspaper Ads	60%
• Private Employment Agencies	0%
• Walk-in Applicants	40%
• In-House Promotions or Transfers	40%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	10%
• Union Hall Referrals	0%
• Internet	10%
• Trade Journals	0%
• Other	50%

Size of Occupation

Medium

Gender

53% Male 47% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 25%

Annual Job Growth: Much Faster than Average.

Where the Jobs are

Retail Bakeries

Eating Places

Bookkeeping, Accounting, and Auditing Clerks

Surveyed 1999

DESCRIPTION

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Those with the primary duty of operating special office machines are not included.

15 employers responded, 33 employees represented. 100% of surveyed employees are female. (OES 553380)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Bookkeeping, Accounting and Auditing Clerks need a high school diploma or the equivalent. 14 employers surveyed require spreadsheet skills; 12 employers require database skills and 11 employers require word processing skills.

13 employers require previous work experience, while only one employer reported they would prefer employees have previous work experience. Seven employers report other work experience is accepted. Seven employers report training is acceptable in lieu of experience. One employer stated technical or vocational training is required. Six employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.18 - \$10.00	\$8.00
Experienced/New to Firm:	\$5.75 - \$11.61	\$8.00
3 Years Experience with Firm:	\$8.00 - \$15.00	\$10.00

Most employers provide paid vacation, while many provide paid sick leave and medical insurance for full time employees. Some employers provide dental and life insurance and a retirement plan. Few employers provide vision insurance.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees or inexperienced employees. Most of the job vacancies occurred due to employee turnover and some were due to promotions. Five Bookkeeping Clerks were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: -4.3%

Annual Job Growth: Slow Decline

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; work under pressure and possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	80%
• Newspaper Ads	87%
• Private Employment Agencies	0%
• Walk-in Applicants	80%
• In-House Promotions or Transfers	13%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	7%
• Trade Journals	0%
• Other	13%

WHERE THE JOBS ARE

Grocery Stores

Residential Care-Con.

Accounting, Auditing, and Bookkeeping Services

Executive and Legislative Offices

Bus and Truck Mechanics and Diesel Engine Specialist

Surveyed 2000

DESCRIPTION (OES 853110)

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

15 employers responded; representing 77 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Most employers reported a high school diploma or equivalent is required, while some report a high school diploma or equivalent is not required.

Most employers report previous work experience is required, while a few employers report work experience is not required but preferred. None of the employers surveyed report other work experience is accepted. Almost all employers report training is not accepted in lieu of experience. Some employers report technical or vocational training is required for employment, while few employers reported technical or vocational training is not required but preferred.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; willing to participate in drug testing and pass a medical exam; able to lift 50 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess a good driving record.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.00 - \$8.75	\$7.50
Experienced/New to Firm:	\$5.75 - \$13.23	\$10.00
3 Years Experience with Firm:	\$7.50 - \$18.00	\$13.64
<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$0.00 - \$0.00	\$0.00
Experienced/New to Firm:	\$11.50- \$25.00	\$15.19
3 Years Experience with Firm:	\$13.50 - \$30.00	\$16.47

Most all employers provide employer paid vacation pay, while many provide sick leave. Some employers provide employer paid medical, dental, vision and life insurance and a retirement plan. Many employers provide share of cost medical, dental and vision insurance, while some provide share of cost life insurance, sick leave and a retirement plan. Few employers provide share of cost vacation pay and child care.

Hours

Full-time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find inexperienced, while being moderately difficult to find experienced and qualified employees. Almost all of the job vacancies occurred due to employee turnover, while a few occurred due to the creation of new positions. Six Bus and Truck and Diesel Engine Specialists were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	93%
• Newspaper Ads	73%
• Private Employment Agencies	0%
• Walk-in Applicants	20%
• In-House Promotions or Transfers	33%
• School, Program Referrals	20%
• Colleges/Universities	0%
• Employment Development Department	33%
• Union Hall Referrals	7%
• Internet	0%
• Trade Journals	0%
• Other	20%

Size of Occupation

Small

Gender

97% Male 3% Female

Projections

Many employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1%

Projected Job Growth: 0%

Annual Job Growth: Remain Stable

Where the Jobs are

Elementary and Secondary Schools	Trucking and Courier Services
Farm Machinery Distributors	Highway Construction Contractors

DESCRIPTION (OES 971110)

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils .

10 employers responded; representing 86 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Most employers reported a high school diploma or equivalent is required, while many report a high school diploma or equivalent is not required.

Almost all employers report previous work experience is not required, while some employers stated no other work experience is accepted. Some employers report training is not acceptable in lieu of experience, while almost all employers reported technical or vocational training is required for employment. Employees are expected to possess a Class B Bus Drivers License.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; willing to participate in drug testing and pass a medical exam; able to lift 50 lbs.

Other Qualifications: Candidates must possess multi-cultural familiarity; able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess a good driving record; trained in CPR and first aid.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.48 - \$10.00	\$9.97
Experienced/New to Firm:	\$7.48 - \$10.00	\$9.94
3 Years Experience with Firm:	\$10.50- \$12.46	\$11.20
 <u>Union</u>	 <u>Range</u>	 <u>Median</u>
Entry Level/No Experience:	\$11.00- \$11.67	\$11.17
Experienced/New to Firm:	\$10.83 - \$11.67	\$11.11
3 Years Experience with Firm:	\$11.00 - \$13.24	\$12.39

Many employers provide employer paid vacation pay, while some provide dental, vision and life insurance, sick leave, vacation and a retirement plan. Few employers provide employer paid child care.

Few employers provide share of cost medical, dental, vision and life insurance, sick leave, vacation and child care. Some employers provide share of cost retirement plan.

Hours

Full-time employees work an average of 40 hours per week, while part-time employees work an average of 24 hours per week. Employees can expect to work day and swing shift hours.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was moderately difficult to find fully experienced and qualified employees, while being very difficult to find inexperienced employees. Almost all of the job vacancies occurred due to employee turnover, while few were due to employee promotions. 18 Bus Drivers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	60%
• Newspaper Ads	90%
• Private Employment Agencies	0%
• Walk-in Applicants	40%
• In-House Promotions or Transfers	10%
• School, Program Referrals	20%
• Colleges/Universities	0%
• Employment Development Department	50%
• Union Hall Referrals	0%
• Internet	10%
• Trade Journals	0%
• Other	20%

Size of Occupation

Small

Gender

47% Male 53% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate: 10.1 %

Projected Job Growth: 0%

Annual Job Growth: Remain Stable

Where the Jobs are

Elementary and Secondary Schools

Head Start Centers

Cannery Workers

Surveyed 2000

DESCRIPTION (OES 939350)

Cannery Workers perform any of a variety of routine tasks in canning, freezing, preserving, or packing food products. Their duties may include sorting, grading, washing, peeling, trimming or slicing agricultural produce.

Six employers responded; representing 1764 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Some employers require a high school diploma or equivalent, while most reported they hired employees with less than a high school diploma or equivalent. Almost all employers report prior work experience is not required, while a few report work experience is preferred. One employer reported other occupational work experience is acceptable. All employers report technical or vocational training is not required of applicants.

Skills

Basic Skills: Must possess the ability to work as part of a team.

Physical Abilities: Must be able to lift up to 50 lbs; perform strenuous work and be able to sit or stand for two or more hrs. at a time.

Other Qualifications: Must be flexible to work all hours, shifts, weekends and seasonal; be able to pass a drug test.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75-\$8.77	\$7.22
Experienced/New to Firm:	\$5.75-\$8.77	\$7.22
3 Years Experience with Firm:	\$5.75-\$8.77	\$7.40
<u>Union</u>		
Entry Level/No Experience:	\$7.72-\$9.93	\$8.83
Experienced/New to Firm:	\$7.72-\$9.93	\$8.83
3 Years Experience with Firm:	\$9.97-\$15.06	\$12.52

Many employers provide paid medical and dental insurance, sick leave and vacation. Some provide employer paid vision and life insurance and few provide a retirement plan. Shared cost retirement plan is provided by a few employers.

Hours

Permanent full-time employees work an average of 42 hrs. per week, while seasonal employees work an average of 50 hours per week. Employees can expect to work days, swing and graveyard shifts.

EMPLOYMENT TRENDS

Supply/Demand

Employers report it is not difficult finding inexperienced applicants. During the last 12 months most vacancies were filled by temporary employees, while some were due to employee turnover and few were due to the creation of new positions. 529 Cannery Workers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	50%
• Newspaper Ads	50%
• Private Employment Agencies	17%
• Walk-in Applicants	83%
• In-House Promotions or Transfers	0%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	83%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	17%

Size of Occupation*

Very Large

Gender

33% Male 67% Female

Projections

Many employers expect employment to remain stable over the next 24 months.

Kings County average 1995—2002 projected occupational growth rate: 10.1%

Projected Job Growth Rate for Cannery Workers:* 9.5%

Annual Job Growth:* Average

Where the Jobs Are

Canned Food Industry
Fluid Milk Industry

Dried and Dehydrated Food Industry
Cheese Processing Industry

*Size of occupation, Projected growth rate, Annual job growth information is based on OES code 939000-Other Hand Workers, as no specific data is available for Cannery Workers in Kings County.

Cashiers

15 employers responded, 302 employees represented.

Surveyed 2001

DESCRIPTION (490230)

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	N/A	67%	33%
Other Occupational Experience Accepted	20%	13%	N/A
Technical or Vocational Training Required	N/A	100%	N/A
Training Accepted in Lieu of Experience	27%	7%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess basic math skill; work independently and as a team; and do repetitive work
Physical Abilities	Candidates may be required to work weekends; be on-call and work over-time hours; pay attention to detail; be organized; possess a good driving record. Possess the stamina to stand for two or more hours.
Other Requirements	Possess multi-cultural familiarity; able to work under stress. Employers stressed the importance of personal qualities such as dependability and honesty.

WAGES AND BENEFITS

Union wages were not reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.25 - \$6.62	\$6.25
Experienced/New to Firm:	\$6.25 - \$7.00	\$6.25
3 Years Experience with Firm:	\$6.25 - \$8.50	\$7.00

Some employers provided medical and dental insurance, sick leave and paid vacation. Few employers provide vision and life insurance, and a retirement plan.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 22 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	N/A	N/A	N/A
Inexperienced	X		

Many of the job vacancies occurred due to employees leaving. 46 Cashiers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants—85%
- * Employee Referrals—59%
- * School, Program Referrals—52%

Size of Occupation

Very Large

Gender



Projections.

Many employers surveyed expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth 22.6%

Annual Job Growth: Average

WHERE THE JOBS ARE

Department Stores
Variety Stores

Grocery Stores

DESCRIPTION (OES 680380)

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

12 employers responded; representing 87 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Almost all employers reported a high school diploma or equivalent is required, while few reported an associate's degree is required. Few employers accept applicants with less than a high school diploma.

Some employers require previous work experience, while most employers report other work experience is acceptable. Few employers report training is acceptable in lieu of experience, while many employers reported technical or vocational training is required for employment. Few employers stated technical or vocational training is not required but preferred.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit and /or stand for two or more hours at a time; willing to take a medical exam and participate in drug testing.

Other Qualifications: Candidates must possess multi-cultural familiarity; be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess supervisory skills and plan the work of others; trained in CPR and First Aid. Candidates must be willing to work part-time.

WAGES AND BENEFITS

Non-union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$9.41	\$6.75
Experienced/New to Firm:	\$5.75 - \$9.41	\$6.88
3 Years Experience with Firm:	\$6.50 - \$9.77	\$7.75

Many employers provide employer paid sick and vacation pay, while few employers paid medical, dental, vision and life insurance, and a retirement plan and child care. Few employers provide share of cost medical, dental, vision and life insurance as well as a retirement plan.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 22 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Some of the job vacancies occurred due to promotions, employee turnover, and temporary hires. Few vacancies occurred due to the creation of new positions. 35 Child Care Workers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	50%
• Newspaper Ads	83%
• Private Employment Agencies	0%
• Walk-in Applicants	67%
• In-House Promotions or Transfers	33%
• School, Program Referrals	33%
• Colleges/Universities	25%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	8%

Size of Occupation

Small

Gender

1% Male 99% Female

Projections

Most employers expect employment to grow over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 0%

Annual Job Growth: Remain Stable

Where the Jobs are

Elementary and Secondary Schools
Child Day Care Services

Community Associations

Computer Support Specialists

Surveyed 1999

DESCRIPTION

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

10 employers responded, 25 employees represented. 48% of surveyed employees are male and 52% are female. (OES 251040)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers reported that new hired Computer Support Specialists need a high school diploma or the equivalent, while few reported they need an associate degree and some are required to have a bachelor degree. All employers surveyed require word processing skills, while almost all require spreadsheet and database skills. Most require desktop publishing skills and some employers require skills in programming and operating systems.

Almost all employers (90%) require previous work experience, while 10% state they prefer employees have previous work experience. Few employers (10%) report they accept other work experience. Most employers will not accept training in lieu of experience, while many stated technical or vocational training is required. Some employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.00 - \$14.28	\$10.40
Experienced/New to Firm:	\$7.00 - \$25.00	\$13.31
3 Years Experience with Firm:	\$8.00 - \$30.21	\$16.22

Almost all employers provide paid sick leave, while most provide for paid vacation, medical, dental and vision insurance for full time employees. Many employers provide a retirement plan for full time employees. Few employers provide childcare for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week. One employer reported full time hours average of 32 per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported not to be difficult to find. Few of the job vacancies occurred due to employee turn-over and most were due to the addition of new positions. Few were added due to temporary hiring. Seven Computer Support Specialists were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 25%

Annual Job Growth: Much Faster than Average

*Data only reported to general occupations of computer services and related occupations.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; lift a minimum of 10 lbs. And pass a medical exam.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; work under pressure and handle crisis; possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	30%
• Newspaper Ads	70%
• Private Employment Agencies	0%
• Walk-in Applicants	30%
• In-House Promotions or Transfers	30%
• School, Program Referrals	10%
• Colleges/Universities	30%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	40%
• Trade Journals	0%
• Other	10%

WHERE THE JOBS ARE

Fluid Milk-Con.

Construction and Mining (Except Petroleum) Machinery and Equipment-Con.

Computer and Computer Software Stores

Elementary and Secondary Schools

Construction Managers

Surveyed 2000

DESCRIPTION (OES 150170)

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Please do not include general managers of large construction contracting firms.

Four employers responded; representing 20 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Many employers reported a high school diploma or the equivalent is required, while some reported applicants are required to possess a Bachelor Degree.

Many employers require prior work experience, while all employers report other occupational experience is acceptable. Some employers reported training is acceptable in lieu of experience, while most required technical or vocational training of new hires.

Skills

Basic Skills: Must possess English grammar, spelling and basic math skills; be able to work independently and as a team.; able to communicate verbally and in writing.

Physical Abilities: Must have the ability to sit and stand for two or more hours at a time; lift 50 lbs.

Other Qualifications: Candidates must possess record keeping and problem solving skills; ability to supervise and plan the work of others; possess a good driving record.

WAGES AND BENEFITS

No union wages are reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$19.18	\$12.59
Experienced/New to Firm:	\$7.00 - \$21.58	\$9.75
3 Years Experience with Firm:	\$9.00 - \$23.97	\$12.25

*Other compensation reported in the form of a bonus averaging \$3.84 per hr.

Many employers provide medical insurance and vacation leave. Some employers provide dental, vision and life insurance, and sick leave and a retirement plan.

Hours

Full-time employees work an average of 40 hrs. per week.

Supply/Demand

Employer Recruitment Methods

Size of Occupation

Gender

Projections

Kings County average 1995-2002 projected occupational growth rate: 10.1%

Projected Job Growth: 33%

Annual Job Growth: Much Faster than Average

Heavy Construction Roofing, Siding and Sheet Metal Work
Plumbing, Heating and Air Conditioning
Plastering, Dry Wall, and Insulation Work

DESCRIPTION (OES 650260)

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

16 employers responded; representing 76 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Many employers reported a high school diploma or the equivalent is required. Some employers did not require a high school diploma.

Many employers do not require previous work experience, while some require work experience. Few employers report prior work experience is not required but preferred. A few employers report other work experience is accepted. Most employers report training is acceptable in lieu of experience while almost all employers report technical or vocational training is not required.

Skills

Basic Skills: Must possess English, grammar, spelling and basic math skills; ability to work independently and part of a team; willing to work alternate hours and weekends.

Physical Abilities: Ability to lift at least 10 lbs and stand for two or more hours at a time.

Other Qualifications: Ability to organize and manage time; pay attention to detail and work under pressure.

WAGES AND BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75-\$6.25	\$5.75
Experienced/New to Firm:	\$5.75-\$8.25	\$5.75
3 Years Experience with Firm:	\$6.50-\$12.00	\$8.00

*Other compensation was reported in the form of tips averaging \$1.56 per hr.

Few employers provide paid medical, dental and vision insurance as well as sick leave, vacation and a retirement plan.

Hours

Full-time employees work an average of 42 hrs. per week, while part-time employees work an average of 24 hrs. per week. Employers reported alternate shifts may be required.

EMPLOYMENT TRENDS

Supply/Demand

Employers report it is very difficult to find both fully experienced and inexperienced applicants. During the last 12 months most job vacancies were due to employee turnover and some were due to the creation of new positions. Few vacancies occurred due to promotions. 72 Restaurant Cooks were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	94%
• Newspaper Ads	63%
• Private Employment Agencies	0%
• Walk-in Applicants	56%
• In-House Promotions or Transfers	6%
• School, Program Referrals	6%
• Colleges/Universities	0%
• Employment Development Department	19%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	56%

Size

Large

Gender

41% Male 59% Female

Projections

Most employers surveyed expect employment to grow over the next two years.

Kings County average 1995-2002 projected occupational growth rate is: 10.1%

Projected Job Growth Rate: 9.1%

Annual Job Growth: Average

Where the Jobs Are

Eating and Drinking Establishments
Amusement and Recreation Services

Sports and Recreation Clubs

Cooks – Specialty Fast Food

Surveyed 1999

DESCRIPTION

Specialty Fast Food Cooks prepare and cook in a fast food restaurant with a limited menu. The Menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

16 employers responded, 172 employees represented. 55% of surveyed employees are male and 45% are female. (OES 650320)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers reported that new hired Cooks need a high school diploma or the equivalent.

Few employers (19%) require previous work experience, while three employers state other work experience is acceptable. Few employers' report they accept training in lieu of experience and 6% report that technical or vocational training is required.

WAGES AND FRINGE BENEFITS

No union wages were reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$5.75	\$5.75
Experienced/New to Firm:	\$5.75 - \$6.50	\$5.75
3 Years Experience with Firm:	\$5.75 - \$8.75	\$6.33

Few firms reported tips averaging \$2.00 per hour.

Few employers provide paid vacation, paid sick leave and paid medical insurance to full time employees. No other fringe benefits were reported.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 23 hours per week. On call employees work an average of 25 hours per week. Eight firms reported cooks need to work swing shift hours.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers' report it was moderately difficult to find fully experienced and qualified employees as well as inexperienced employees. Almost all job vacancies occurred due to employee turnover and few were hired as temporary help. 75 Cooks were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 9.9%

Annual Job Growth: Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess basic English grammar, spelling and math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to lift at least 10 lbs. And have the stamina to stand for two or more hours at a time. In some cases a medical exam may be required.

Other Qualifications: Candidates must be able to work alternate hours and weekends; pay attention to detail and work under pressure.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	88%
• Newspaper Ads	63%
• Private Employment Agencies	6%
• Walk-in Applicants	100%
• In-House Promotions or Transfers	44%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

WHERE THE JOBS ARE

Eating Places

Correction Officers and Jailers Surveyed 2000

DESCRIPTION (OES 630170)

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

Two employers responded; representing 814 employees .

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a high school diploma or the equivalent is required. All employers reported previous work experience is not required and one employer reported PC832 technical or vocational training is required for new hires.

Skills

Basic Skills : Must possess English grammar, spelling and basic math skills; be able to communicate verbally and in writing; able to work independently and as a team; ability to do repetitive and shift work.

Physical Abilities: Must have the stamina to sit or stand for two or more hours at a time; lift 50 lbs; pass a medical exam including a drug test.

Other Qualifications: Candidates must possess multi-cultural familiarity; possess record keeping and problem solving skills; pay attention to detail; be able to work under pressure and handle crisis. Candidates must possess a good driving record.

WAGES AND BENEFITS

*Only union wages were reported.

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.16 - \$15.39	\$11.28
Experienced/New to Firm:	\$7.16 - \$15.39	\$11.28
3 Years Experience with Firm:	\$9.63 - \$20.63	\$15.13

50% of employers provide employer paid medical and dental, and retirement plan. 50% of employers reported providing medical, dental and life insurance and a retirement plan with an employee contribution. All employers provided vision insurance, sick and vacation leave.

Hours

Full-time employees work an average of 40 hours per week. While part-time employees work an average of 30 hours per week. All employers reported employees are expected to work days, swing and graveyard shift.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find inexperienced applicants. During the last 12 months 22% of job vacancies were due to promotions and 22% were due to employee turnover, while 56% were due to the creation of new positions. 54 Corrections Officers and Jailers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	50%
• Newspaper Ads	100%
• Private Employment Agencies	0%
• Walk-in Applicants	0%
• In-House Promotions or Transfers	50%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	50%
• Union Hall Referrals	0%
• Internet	50%
• Trade Journals	0%
• Other	0%

Size of Occupation

Very Large

Gender

72% Male 28% Female

Projections

Most of the employers surveyed expect employment to grow over the next two years

Kings County average 1995-2002 projected occupational growth rate: 10.1%.

Projected Job Growth Rate for Correctional Officers: 25.9%

Annual Job Growth: Much Faster than Average

Where the Jobs Are

Correctional Institutions—Government

Customer Service Representatives

Surveyed 2000

DESCRIPTION (OES 553350998)

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional or clerical level. Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer need to technical staff.

14 employers responded; representing 191 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Almost all employers reported a high school diploma or equivalent is required, while few require applicants to possess an associate's degree. Few employers did not require a high school diploma or its equivalent.

Some employers require previous work experience, while all employers stated other work experience is acceptable. Some employers report other work experience is not required but preferred. Some employers report training is not acceptable in lieu of experience, while almost all employers reported technical or vocational training is not required for employment. Few employers stated technical or vocational training is not required but preferred. Employers reported word processing, spreadsheet and database skills are needed for employment.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time and able to lift 10 lbs.; willing to participate in drug testing.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; be able to solve problems and work under pressure.

WAGES AND BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$9.78	\$7.00
Experienced/New to Firm:	\$6.00 - \$13.42	\$8.50
3 Years Experience with Firm:	\$7.00 - \$15.34	\$9.75

* Other compensation was reported in the form of a bonus ranging between \$.20 - \$.49 per hr.

Most employers provide employer paid vacation pay, while many provide employer paid sick leave. Most employers provide share of cost medical and most employers provide dental insurance, while many employers provide share of cost vision insurance and retirement plans. Some employers provide share of cost life insurance sick leave and vacation pay and few provide share of cost childcare.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 27 hours per week. Employees can expect to work alternate work hours of swing and graveyard shifts.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being very difficult to find inexperienced employees. Most of the job vacancies occurred due to creation of new positions, while some occurred due to employee turnover, promotions and the addition of temporary hires. 69 Customer Service Representatives were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	64%
• Newspaper Ads	79%
• Private Employment Agencies	7%
• Walk-in Applicants	43%
• In-House Promotions or Transfers	57%
• School, Program Referrals	7%
• Colleges/Universities	0%
• Employment Development Department	14%
• Union Hall Referrals	0%
• Internet	7%
• Trade Journals	7%
• Other	14%

Size of Occupation

Not Available

Gender

28% Male 72% Female

Projections

Some employers expect employment to grow over the next two years.

Kings County average 1995-2002 projected occupational growth rate: 10.1 %

Annual Job Growth: Not Available

Where the Jobs are

Department Stores
Farm Suppliers

Motor Vehicle Dealers
Insurance Agencies

DESCRIPTION (OES 660020)

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

15 employers responded; representing 45 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Almost all employers reported a high school diploma or equivalent is required, while a few employers required associate and bachelor degrees.

Many employers report previous work experience is not required, while some employers stated work experience is required. Few employers report previous work experience is not required but preferred. Many employers report no other occupational experience is accepted. Some employers report training is acceptable in lieu of experience, and almost all employers reported technical or vocational training is required for employment. Employers report word processing, spreadsheet and database skills are needed for employment.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time.

Other Qualifications: Candidates must be possess multi-cultural familiarity; able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; trained in CPR and first aid.

WAGES AND BENEFITS

*Union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$6.50
Experienced/New to Firm:	\$6.00 - \$10.94	\$8.00
3 Years Experience with Firm:	\$7.50 - \$14.00	\$10.00
Other compensation was reported in the form of bonuses ranging from \$.19 to \$2.88 per hour.		

Most employers provide employer paid vacation pay, while many provide dental insurance and sick leave. Some provide an employer paid retirement plan and few provide medical and vision insurance. Few employers provide share of cost dental insurance.

Hours

Full-time employees work an average of 38 hours per week while part-time employees work an average of 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Most of the job vacancies occurred due to the creation of new positions, while some occurred due to employee turnover. Six Dental Assistants were hired in the last 12 months .

Employer Recruitment Methods

• Employee Referrals	40%
• Newspaper Ads	73%
• Private Employment Agencies	0%
• Walk-in Applicants	53%
• In-House Promotions or Transfers	0%
• School, Program Referrals	87%
• Colleges/Universities	27%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

Size of Occupation

Medium

Gender

13% Male 87% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 33.3%

Annual Job Growth: Much Faster than Average.

Where the Jobs are

Dental Offices and Clinics

Dental Hygienists

14 employers responded, 28 employees represented.

Surveyed 2001

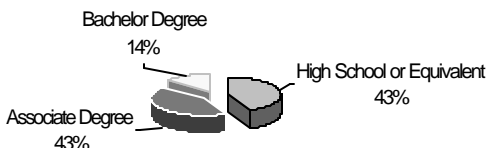
DESCRIPTION (329080)

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	50%	36%	14%
Other Occupational Experience Accepted	N/A	57%	N/A
Technical or Vocational Training Required	100%	N/A	N/A
Training Accepted in Lieu of Experience	7%	57%	N/A

Skills

Basic Skills	Must be able to communicate verbally; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates must be able to pay attention to detail; be organized; work under pressure and be able to handle a crisis; possess the stamina to stand for two or more hours.
Other Requirements	Must be a Registered Dental Hygienists licensed in California; willing to earn continuing education credits; familiar with the use of software applications.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$33.75 - \$48.00	\$35.00
Experienced/New to Firm:	\$19.75 - \$39.89	\$32.50
3 Years Experience with Firm:	\$22.50 - \$49.86	\$37.50

Some employers provided medical, dental and vision insurance, and paid sick and vacation pay. Many employers provide retirement plans.

Hours

Full time employees work an average of 36 hours per week, while part-time employees work 16 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced		X	

All of the job vacancies occurred due to newly created positions. 3 Dental Hygienists were hired in the last 12 months.

Employer Recruitment Methods

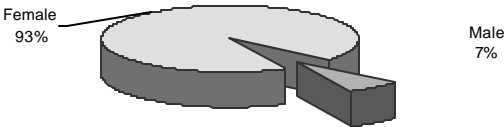
Most successful methods of recruitment:

- * School, Program Referrals—100%
- * Employee Referrals—100%
- * Walk-In Applicants—100%

Size of Occupation

Medium

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 20%

Annual Job Growth: Average

WHERE THE JOBS ARE

Dentists Office

Dental Surgeons Office

Orthodontist Office

Driver/Sales Workers

Surveyed 1999

DESCRIPTION

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or collect coins, and to refill and service vending machines. This includes newspaper delivery drivers.

15 employers responded, 58 employees represented. 100% of surveyed employees are male and 0% are female. (OES 971170)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers reported that new hired Driver/Sales Workers need a high school diploma or the equivalent, and some employers accept less than a high school diploma or equivalency. Many employers surveyed require word processing and database skills.

Many employers (53%) require previous work experience, while 13% state they prefer employees have previous work experience. Few employers report they accept other work experience. Some report training is acceptable in lieu of experience, while 47% state technical or vocational training is required.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$11.03	\$8.50
Experienced/New to Firm:	\$5.75 - \$14.00	\$8.50
3 Years Experience with Firm:	\$5.75 - \$15.82	\$10.00

*Yearly bonuses averaging \$1498 were reported.

Many employers provide paid medical insurance for full time employees. Some employers provide dental insurance and vacation benefits. Few employers provide a retirement plan and life insurance for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 26 hours per week and seasonal employees work 40 hours per week. All firms reported working day shifts and some firms operate swing shifts.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees and inexperienced employees were reported to be moderately difficult to find. Almost all of the job vacancies occurred due to employee turnover while few were due to the addition of new and temporary positions. 15 Driver/Sales Workers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 14.3%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit or stand for two or more hours at a time; pass a medical exam and drug test; lift 100lb.; and perform strenuous work.

Qualifications: Candidates must be able to work under pressure; possess record keeping skills; pay attention to detail; be willing to work weekends and over-time; possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	53%
• Newspaper Ads	73%
• Private Employment Agencies	13%
• Walk-in Applicants	67%
• In-House Promotions or Transfers	27%
• School, Program Referrals	0%
• Colleges/Universities	7%
• Employment Development Department	40%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

WHERE THE JOBS ARE

Petroleum Bulk Stations and Terminals

Farm Supplies

Furniture Stores

Liquefied Petroleum Gas (Bottled Gas) Dealers

Farm Equipment Mechanics

12 employers responded, 63 employees represented.

Surveyed 2001

DESCRIPTION (853210)

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Please do not include Bus and Truck Mechanics and Diesel Engine Specialists.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires

High School or Equivalent

42%



Less than High School

58%

Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	67%	N/A	33%
Other Occupational Experience Accepted	25%	75%	N/A
Technical or Vocational Training Required	8%	83%	8%
Training Accepted in Lieu of Experience	58%	42%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess math skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends and over-time hours; pay attention to detail; be organized; . Perform strenuous work lifting up to 50 lbs.; possess the stamina to sit or stand for two or more hours and must able to pass a drug test.
Other Requirements	Candidates must possess a good driving record; be able to work under pressure, pay attention to detail and be able to solve problems.

WAGES AND BENEFITS

Union wages were not reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$6.65 - \$12.50	\$9.25
3 Years Experience with Firm:	\$7.67 - \$16.00	\$12.25

Most employers provide paid vacation while many provide sick pay and medical insurance. Some employers provide life insurance. Few employers provide dental and vision insurance, and a retirement plan.

Hours

Full time employees work an average of 49 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Many of the job vacancies occurred due to newly created positions. 10 Farm Equipment Mechanics were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—100%
- * Newspaper Ads —80%
- * Walk-In Applicants—50%

Size of Occupation

No Information Available

Gender



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: No Information Available

Annual Job Growth: No Information Available

WHERE THE JOBS ARE

Crop Service Providers
Farming Operations

Farm Machinery Retailers

Farm Equipment Operators

Surveyed 1999

DESCRIPTION

Farm Equipment Operators drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.

15 employers responded, 180 employees represented. 100% of surveyed employees are male and 0% are female. (OES 790210)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Farm Equipment Operators did not need a high school diploma or the equivalent. Some employers reported a high School diploma or equivalent is required.

Some employers (27%) require previous work experience, while 40% state they prefer employees have previous work experience. Three employers report they accept other work experience. Six report training is acceptable in lieu of experience, while no employers report technical or vocational training is required. One employer reported training is not required but preferred.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.00	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.00	\$6.25
3 Years Experience with Firm:	\$5.75 - \$9.00	\$7.10

*Other compensation was reported in the form of in-kind housing averaging \$499.00 per month. Yearly bonuses were reported ranging from \$291.00 to \$1539.00.

Few employers provide paid sick leave, retirement plans, medical and life insurance. Some employers provide paid vacation.

HOURS

Full-time employees work an average of 49 hours per week while seasonal employees work an average of 61 hours per week. All employers report day shift hours are available, while some employers report swing shift hours are available.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees, as well as inexperienced employees. Few of job vacancies occurred due to employee turnover, while almost all are due to temporary hires. 62 Farm Equipment Operators were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years, while some employers expect employment to grow.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 15.4%

Annual Job Growth: Faster than Average

*Size and growth data is only related to miscellaneous agriculture, forestry and fishing occupations.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand or sit for two or more hours at a time; perform strenuous work and be able to lift at least 100 lbs.

Other Qualifications: Candidates must be able to work weekends, part time, temporary and seasonal, and work overtime. Possess the ability to work under pressure and handle crisis; pay attention to detail, and possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	93%
• Newspaper Ads	33%
• Private Employment Agencies	0%
• Walk-in Applicants	73%
• In-House Promotions or Transfers	20%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

WHERE THE JOBS ARE

Hog Ranch

Turkeys and Turkey Eggs

Farm Labor Contractors and Crew Leaders

Tree Nuts

Farmworkers, Farm and Ranch Animals

Surveyed 1999

DESCRIPTION

Farmworkers, Farm and Ranch Animal Workers attend to live farm or ranch animals that may include cattle, sheep, swine, goats, and poultry produced for animal products such as meat, fur, skins, feathers, milk, and eggs. Duties may include feeding, watering, herding, grazing, castrating, branding, debeaking, weighing, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries; and administer medications, vaccinations, or insecticide as appropriate. May clean and maintain housing areas. Include workers who tend dairy milking machines, shear wool from sheep, collect eggs in hatcheries, place shoes on animals' hooves, and tend bee colonies.

15 employers responded, 217 employees represented. 97% of surveyed employees are male and 3% are female. (OES 798580)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers report new hired Farmworkers need less than a high school diploma. Few employers report Farmworkers need a high school diploma or equivalent. One employer reported database skills were needed.

Some employers (27%) require previous work experience, while 27% state work experience was preferred but not required. Few (20%) of employers surveyed report they accept other work experience. Many report training is acceptable in lieu of experience, while all employers state technical or vocational training is not required.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.25	\$6.08
Experienced/New to Firm:	\$5.75 - \$9.21	\$6.90
3 Years Experience with Firm:	\$6.58 - \$12.09	\$9.00

*Other compensation was reported in the form of in-kind housing averaging \$474.00 per month. Yearly bonuses were reported ranging from \$146.00 to \$562.00.

Many employers provide paid vacation and medical insurance, while few provide for paid sick leave, a retirement plan and dental insurance for full time employees. Some employers provide life insurance.

HOURS

Full-time employees work an average of 47 hours per week while part-time employees work an average of 30 hours per week. Almost all employees work day shift; many work the graveyard shift and some work swing shift.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported not difficult to find. Almost all of the job vacancies occurred due to employee turnover and few were due to the addition of new positions. 22 Farmworkers were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years and few expect employment to grow.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 15.00%

Annual Job Growth: Faster than Average

*Size and growth data is only related to miscellaneous agriculture, forestry and fishing occupations.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; perform strenuous work and be able to lift at least 50 lbs.

Other Qualifications: Candidates may be required to work nights, weekends, on-call and overtime. Possess the ability to work under pressure and handle crisis; pay attention to detail.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	93%
• Newspaper Ads	47%
• Private Employment Agencies	7%
• Walk-in Applicants	80%
• In-House Promotions or Transfers	27%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	40%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

WHERE THE JOBS ARE

Beef Cattle, Except Feedlots

Dairy Farms

Turkeys and Turkey Eggs

Sheep and Goats

Financial Managers

Surveyed 1999

DESCRIPTION

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. This includes managers in banks or similar institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

15 employers responded, 31 employees represented. 23% of surveyed employees are male and 77% are female. (OES 130020)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many employers report new hired Financial Managers need a high school diploma or the equivalent. Few employers report an Associate Degree is needed, while many report a Bachelor's Degree is required. 11 employers surveyed require word processing and spreadsheet skills, while 12 report database skills are needed.

Almost all employers (80%) require previous work experience, while 13% state they prefer employees have previous work experience. 20% of employers surveyed report they accept other work experience. 27% of employers surveyed report training is acceptable in lieu of experience, while 33% stated technical or vocational training is required. 7% of employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

*No Union wages were reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.75 - \$19.18	\$10.23
Experienced/New to Firm:	\$7.67 - \$21.56	\$12.95
3 Years Experience with Firm:	\$9.00 - \$26.87	\$18.04

All employers provide paid vacation and sick leave while most provide for paid medical insurance for full time employees. Many employers provide dental insurance. Some employers provide vision and life insurance, and a retirement plan.

HOURS

Full-time employees work an average of 41 hours per week while part-time employees work an average of 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very difficult to find. Almost all job vacancies occurred due to employee

turnover and few were due to promotions. 11 Financial Managers were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 8.3%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to pass a medical exam.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; be able to work over time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	40%
• Newspaper Ads	80%
• Private Employment Agencies	7%
• Walk-in Applicants	47%
• In-House Promotions or Transfers	67%
• School, Program Referrals	7%
• Colleges/Universities	7%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Internet	20%
• Trade Journals	0%
• Other	13%

WHERE THE JOBS ARE

Manufacturers of Canned Fruits, Vegetables, Preserves, Jams, and Jellies

State Commercial Banks

Personal Credit Institutions

Mortgage Bankers and Loan Correspondents

Food Preparation Workers

Surveyed 2000

DESCRIPTION (OES 650380)

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

17 employers responded; representing 169 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Many employers reported a high school diploma or equivalent is required. Many employers did not require a high school diploma or equivalent.

Most employers stated previous work experience was not required, while some employers reported work experience is required. Few employers report work experience is not required but preferred for new hires. Some employers report other work experience is acceptable. Some employers report training is acceptable in lieu of experience, while all employers reported technical or vocational training is not required for employment.

Skills

Basic Skills: Should possess English grammar, spelling skills and basic math skills; be able to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; able to lift 10 lbs. and do strenuous work.

Other Qualifications: Possess multi-cultural familiarity; candidates must be able to organize their time; pay attention to detail; be able to solve problems and work under pressure.

WAGES AND BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.48	\$5.75
Experienced/New to Firm:	\$5.75 - \$9.32	\$5.75
3 Years Experience with Firm:	\$6.00 - \$11.37	\$7.00

* Other compensation offered in the form of free meals averaging \$.50 per hour.

Few employers offer full-time employees paid medical, dental, vision insurance, sick leave and vacation pay. Share of cost medical, dental, vision and life insurance is offered to a few full and part-time employees as well as sick leave, vacation pay, retirement plan and child care.

Hours

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week, and temporary employees work an average of 25 hours per week. Shift hours of days, swing and graveyard could be expected of employees.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, and moderately difficult to find inexperienced employees. Many of the job vacancies occurred due to employee turnover, while some were due to new hires and promotions. 69 Food Preparation Workers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	76%
• Newspaper Ads	71%
• Private Employment Agencies	0%
• Walk-in Applicants	59%
• In-House Promotions or Transfers	24%
• School, Program Referrals	6%
• Colleges/Universities	0%
• Employment Development Department	24%
• Union Hall Referrals	0%
• Internet	12%
• Trade Journals	0%
• Other	29%

Size of Occupation

Very Large

Gender

34% Male 66% Female

Projections

Many employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth rate: 7.1%

Annual Job Growth: Slower than Average

Where the Jobs are

Eating Places

School Cafeterias

DESCRIPTION (NON-OES 921683999)

Forklift Operators operate forklift to push, pull, lift, stack, tier or move products, equipment, or materials in warehouse, storage yard, or factory. 12 employers responded; representing 184 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Some employers reported a high school diploma or equivalent is required. Most employers did not require a high school diploma or equivalent.

Many employers required prior work experience, while most employers stated other work experience was acceptable. Few employers stated they preferred employees with prior work experience. Most employers report training is acceptable in lieu of experience, while almost all employers report training is not required for employment. Many applicants were expected to have software skills.

Skills

Basic Skills: Ability to work independently, as part of a team and ability to perform routine, repetitive work.

Physical Abilities: Ability to lift up to 50 lbs. And able to sit or stand continuously for 2 or more hours; ability to pass a medical exam and drug test.

Other Qualifications: Willingness to work nights, weekends, on-call and overtime. Able to keep detailed records; organizational and time management skills; problem solving skills; ability to handle crisis situations.

WAGES AND BENEFITS

Non-Union	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$5.75	\$5.75
Experienced/New to Firm:	\$5.75 - \$9.07	\$7.13
3 Years Experience with Firm:	\$5.75 - \$13.04	\$9.00
<u>Union</u>		
Entry Level/No Experience:	\$7.65—\$9.93	\$8.00
Experienced/New to Firm:	\$7.65—\$9.93	\$8.00
3 Years Experience with Firm:	\$8.00—\$17.97	\$12.00

*Other compensation paid in the form of a bonus that averaged \$.05 per hr.

Many surveyed employers offer full-time employees paid medical and dental insurance, sick and vacation leave and a retirement plan. Some offer vision and life insurance. Share of cost medical, dental, vision and life insurance is offered to full-time employees along with a retirement plan.

Hours

Full-time employees work an average of 43 hours per week and seasonal employees work an average of 45 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Many employers found it not difficult to find inexperienced employees, while many found it moderately difficult to find fully experienced and qualified applicants. Almost all vacancies filled were temporary, with few due to employee turnover, promotions or new positions. 152 Forklift Operators were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	50%
• Newspaper Ads	58%
• Private Employment Agencies	17%
• Walk-in Applicants	83%
• In-House Promotions or Transfers	33%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	33%
• Union Hall Referrals	8%
• Internet	0%
• Trade Journals	0%
• Other	17%

Size of Occupation

No Data Available

Gender

86% Male 14% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate: 10.1%

Projected Job Growth Rate: No data Available

Annual Job Growth: No data available

Where the Jobs Are

Cheese Processing Plants
Lumber Dealers

Crop Preparation Services
Food Processors

General Office Clerks

15 employers responded, 124 employees represented.

Surveyed 2001

DESCRIPTION (553470)

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Workers whose duties are narrowly defined are not included.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	60%	20%	20%
Other Occupational Experience Accepted	33%	47%	N/A
Technical or Vocational Training Required	20%	73%	7%
Training Accepted in Lieu of Experience	53%	27%	N/A

Skills

Basic Skills	Must possess good English, grammar, spelling and math skills; be able to communicate verbally and in writing; work independently and as a team.
Physical Abilities	Candidates must be able to sit for two or more hours and be able to lift at least 10 lb. They may be asked to take a drug test.
Other Requirements	Candidates must be able to keep record, pay attention to detail and organize their time. Almost all employers require candidates to possess computer software skills in word processing, spreadsheets and most require database programs.

WAGES AND BENEFITS

*Union Wages Represented

	Range	Median
Entry Level/No Experience:	\$6.25 - \$10.06	\$6.75
Experienced/New to Firm:	\$6.25 - \$10.32	\$7.25
3 Years Experience with Firm:	\$6.25 - \$13.13	\$8.88

Almost all employers provide employer paid vacation while most employers provided medical insurance. Many employers provide dental and vision insurance, sick leave and a retirement plan. Some employers provide life insurance while a few provide paid child care.

Hours

Full time employees work an average of 41 hours per week, while part-time employees work 14 hours per week.

EMPLOYMENT TRENDS

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Supply/Demand

Most of the job vacancies occurred due to newly created positions. 25 General Office Clerks were hired in the last 12 months

Employer Recruitment Methods

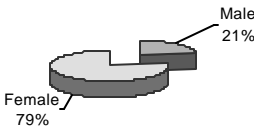
Most successful methods of recruitment:

- * Walk-In Applicants—92%
- * Newspaper Ads —80%
- * Employee Referrals—80%

Size of Occupation

Very Large

Gender



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2000 projected occupational growth rate: 21.5%

Projected Job Growth: 19.1%

Annual Job Growth: Slower Than Average

WHERE THE JOBS ARE

Department Store
Insurance Office

Government Offices

DESCRIPTION (OES 630470)

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

8 employers responded; representing 148 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Almost all employers reported a high school diploma or equivalent is required, while few reported a high school diploma or equivalent is not required.

Most employers report previous work experience is not required, while a few employers stated work experience is not required but preferred. Most employers report other work experience is accepted. Some employers report training is acceptable in lieu of experience. Most employers reported technical or vocational training is not required for employment, while a few stated training is not required but preferred.

Skills

Basic Skills: Must possess English grammar, spelling skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand and/or stand for two or more hours at a time; willing to participate in drug testing and pass a medical exam; able to lift 50 lbs.

Other Qualifications: Candidates must possess multi-cultural familiarity; be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess a good driving record; trained in CPR and first aid.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$8.00	\$6.63
Experienced/New to Firm:	\$6.50 - \$9.00	\$7.00
3 Years Experience with Firm:	\$7.50 - \$10.00	\$8.00
<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$0.00 - \$0.00	\$0.00
Experienced/New to Firm:	\$9.28 - \$9.28	\$9.28
3 Years Experience with Firm:	\$10.25 - \$10.25	\$10.25

* Other compensation was reported in the form of a bonus averaging \$.29 per hour.

Some employers provide employer paid vacation and sick leave. Few employers provide employer paid medical, dental, vision and life insurance and a retirement plan. Most employers provide share of cost medical and dental insurance, while many provide share of cost vision insurance. Some employers provide share of cost life insurance, sick leave and vacation pay, and a retirement plan, while few provide a child care.

Hours

Full-time employees work an average of 39 hours per week, while part-time employees work an average of 25 hours per week. Employees can expect to work shifts consisting of day, swing, graveyard hours.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Many of the job vacancies occurred due to employee turnover and the creation of new positions, while a few were due to employee promotions and temporary hires. 100 Guards and Watchguards hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	75%
• Newspaper Ads	75%
• Private Employment Agencies	13%
• Walk-in Applicants	50%
• In-House Promotions or Transfers	50%
• School, Program Referrals	0%
• Colleges/Universities	10%
• Employment Development Department	38%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

Size of Occupation

Large

Gender

75% Male 25% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate: 7.1%

Projected Job Growth: 23.1%

Annual Job Growth: Slower than Average.

Where the Jobs are

Department Stores
Governmental Agencies

Security Guard Services
Shopping Centers

Heating, Air Conditioning, and Refrigeration

6 employers responded, 32 employees represented.

Surveyed 2001

DESCRIPTION (859020)

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. This does not include workers who do only plumbing and pipefitting work.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	83%	N/A	17%
Other Occupational Experience Accepted	N/A	100%	N/A
Technical or Vocational Training Required	67%	33%	10%
Training Accepted in Lieu of Experience	67%	33%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends and over-time hours; possess a good driving record. Perform strenuous work lifting up to 100 lbs.; possess the stamina to stand for two or more hours and may be required to pass a medical exam.
Other Requirements	Candidates must pay attention to detail and be able to resolve problems.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	None Reported	None Reported
Experienced/New to Firm:	\$8.00 - \$12.00	\$9.50
3 Years Experience with Firm:	\$12.00 - \$15.00	\$13.50

Almost all employers provided paid vacation and many provide medical insurance. Few employers provide dental and vision insurance.

Hours

Full time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced			X

Most of the job vacancies occurred due to employees leaving. 11 Heating, Air Conditioning, and Refrigeration Mechanics and Installers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Walk-In Applicants—100%
- * Employee Referrals—91%
- * School, Program Referrals—45%

Size of Occupation

No Information Available

Gender



Projections.

All employers expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: No Information Available

Annual Job Growth: No Information Available

WHERE THE JOBS ARE

Refrigeration and Air Conditioning Service and Repair Shops
Plumbing, Heating and Air Conditioning Contractors
Government Maintenance Shops

Helpers – All other Construction Trade Workers

Surveyed 1999

DESCRIPTION

Construction trade helpers assist workers in the construction trades as brick masons, carpenters, electricians, painters, plumbers, and surveyors. They perform duties of lesser skills such as furnishing tools, materials, and supplies to other workers, cleaning work areas, machines, and tools, and holding materials or tools for other workers. This does not include apprentice workers.

15 employers responded, 53 employees represented. 92% of surveyed employees are male and 8% are female. (OES 983190999)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some employers reported that new hired Helpers were required to possess a high school diploma or the equivalent.

Few employers (33%) require previous work experience, while 33% state they prefer employees have previous work experience. Five employers report they accept other work experience. Five report training is acceptable in lieu of experience, while 7% stated technical or vocational training is required.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$7.00
Experienced/New to Firm:	\$5.75 - \$8.00	\$7.00
3 Years Experience with Firm:	\$5.75 - \$15.00	\$10.00

Few employers report they provide paid sick leave, and medical and dental insurance.

HOURS

Full-time employees work an average of 41 hours per week. Temporary On-call employees work an average of 33 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees or inexperienced employees. Some of the job vacancies occurred due to employee turnover and some were due to the addition of new positions. 28 Helpers were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Small

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

*Size and growth data only related to the general category of construction trades, extractive – helpers.

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to work as a team member and do repetitive work.

Physical Abilities: Must be able to lift at least 50 lbs., and possess the stamina to perform strenuous work and stand for two or more hours.

Other Qualifications: Candidates must be able to work weekends and over time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	87%
• Newspaper Ads	47%
• Private Employment Agencies	13%
• Walk-in Applicants	73%
• In-House Promotions or Transfers	7%
• School, Program Referrals	7%
• Colleges/Universities	0%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	20%

WHERE THE JOBS ARE

General Contractors -Single-Family Houses

General Contractors -Nonresidential Buildings, Other Than industrial Buildings and Warehouses

Roofing, Siding, and Sheet Metal Work

Painting and Paper Hanging

Human Service Workers

4 employers responded, 37 employees represented.

Surveyed 2001

DESCRIPTION (273080)

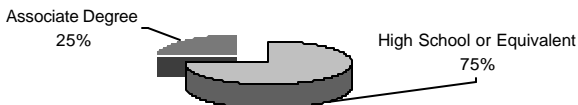
Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Residential Counselors and Psychiatric Technicians are not included.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	25%	N/A	75%
Other Occupational Experience Accepted	75%	25%	N/A
Technical or Vocational Training Required	25%	75%	N/A
Training Accepted in Lieu of Experience	75%	25%	N/A

Skills

Basic Skills	Must be able communicate verbally and in writing and possess good English, grammar and spelling skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to take a medical exam and submit to a drug test; be able to lift a minimum of 10 lb. Candidates must possess a good driving record.
Other Requirements	Candidates must possess multi-cultural familiarity; manage their time and be able to keep detailed records; be able to solve problems and handle crisis situations. Most employers expected candidates to possess word processing skills.

WAGES AND BENEFITS

	Range	Median
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$6.56 - \$19.66	\$8.03
3 Years Experience with Firm:	\$6.89 - \$23.27	\$8.53

Most employers provide paid vacation and sick leave. Some employers provide a retirement plan. Some employers provide employer paid medical, dental, vision and life insurance.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	X		
Inexperienced			X

Almost all of the job vacancies occurred due to employees leaving. Five Human Service Workers were hired in the last 12 months.

Employer Recruitment Methods

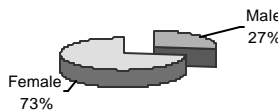
Most successful methods of recruitment:

- * Newspaper Ads —100%
- * In-House Promotion or Transfer—80%
- * Employee Referrals—80%

Size of Occupation

Small

Gender



Projections.

Almost all employers expect employment to grow over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 33.3%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Family Service Agencies
Residential Care Facilities

Vocational Training Agencies

Industrial Truck and Tractor Operators

Surveyed 2000

DESCRIPTION (OES 979470)

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with forklift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

10 employers responded; representing 127 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Many employers reported a high school diploma or equivalent is required, while many report a high school diploma or equivalent is not required.

Most employers report previous work experience is required, while few report work experience is not required but preferred. Many employers report no other occupational experience is accepted. Many report training is not acceptable in lieu of experience. Most employers reported technical or vocational training is not required for employment, while a few report technical or vocational training is not required but preferred. Some employers report technical or vocational training is not required but preferred.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; willing to participate in drug testing and pass a medical exam; able to lift 50 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess a good driving record.

WAGES AND BENEFITS

Union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.60 - \$11.21	\$8.00
Experienced/New to Firm:	\$6.60 - \$11.21	\$9.25
3 Years Experience with Firm:	\$7.99 - \$18.00	\$10.25

* Other compensation was reported in the form of a bonus averaging \$.67 per hour.

Almost all employers provide employer paid vacation pay, while most provide medical, dental, life insurance, sick leave and a retirement plan. Many employers provide employer paid vision insurance. Some employers provide share of cost medical insurance, and a few provide share of cost dental insurance.

Hours

Full-time employees work an average of 44 hours per week. Employees can expect to work shifts consisting of day, swing, and graveyard hours.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was moderately difficult to find fully experienced and qualified and inexperienced employees. Many of the job vacancies occurred due to temporary hires, while some due to employee turnover and a few occurred due to the creation of new positions. 20 Industrial Truck and Tractor Operators were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	60%
• Newspaper Ads	90%
• Private Employment Agencies	30%
• Walk-in Applicants	60%
• In-House Promotions or Transfers	20%
• School, Program Referrals	0%
• Colleges/Universities	10%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	10%

Size of Occupation

Very Large

Gender

100% Male 0% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 15.4%

Annual Job Growth: Much Faster than Average

Where the Jobs Are

Trucking and Courier Services
Farm Product Wholesalers

Farm Product Warehousing
Petroleum Wholesalers

Instructional Aides

13 employers responded, 365 employees represented.

Surveyed 2001

DESCRIPTION (315211)

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	23%	46%	31%
Other Occupational Experience Accepted	15%	31%	N/A
Technical or Vocational Training Required	23%	77%	N/A
Training Accepted in Lieu of Experience	31%	23%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess English, grammar and spelling skills; work independently and as a team.
Physical Abilities	Candidates must be able to lift at least 10 lb.; able to sit or stand for two or more hours and may be required to pass a medical exam and drug test.
Other Requirements	Candidates must have multi-cultural familiarity; be able to organize their time; handle crisis; work under pressure; trained in CPR and 1st aid and possess a good driving record. Depending on the recruitment, those candidates who are bilingual in Spanish may be preferred. Software skills were required by a few employers.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.25 - \$7.38	\$6.48
Experienced/New to Firm:	\$6.50 - \$11.82	\$7.84
3 Years Experience with Firm:	\$7.70 - \$16.80	\$8.90

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.11 - \$11.48	\$9.53
Experienced/New to Firm:	\$8.26 - \$12.06	\$9.92
3 Years Experience with Firm:	\$9.13 - \$13.95	\$11.48

Most employers provide paid vacation, while many provide paid sick leave. Some employers provide medical, dental vision and life insurance and a retirement plan. Few employers provide paid child care.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 23 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced		X	

Many of the job vacancies occurred due to employees leaving. 86 Instructional Aides were hired in the last 12 months.

Gender



Employer Recruitment Methods

Most successful methods of recruitment:

- * Unsolicited Applications—71%
- * Newspaper Ads—57%
- * Employment development Department—41%

Size of Occupation

Very Large

Projections.

Most employers expect employment to remain the same over the next two years.

Kings County average 1995-2000 projected occupational growth rate: 10.1%

Projected Job Growth: 25%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Garages
Farming Operations

Government Offices

Janitors and Cleaners – Except Maids and Housekeeping

Surveyed 1999

DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler. Performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Maids and Housekeepers are not included.

14 employers responded, 114 employees represented. 66% of surveyed employees are male and 34% are female. (OES 670050)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers reported that new hired Janitors need a high school diploma or the equivalent, while some employers report less than a high school diploma is acceptable.

Few employers require previous work experience or have a preference for employees with previous work experience. Few employers report training is acceptable in lieu of experience.

WAGES AND FRINGE BENEFITS

Non-Union

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.18	\$6.38
Experienced/New to Firm:	\$5.75 - \$8.18	\$6.38
3 Years Experience with Firm:	\$6.50 - \$9.68	\$7.50

Union

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.00 - \$10.10	\$9.35
Experienced/New to Firm:	\$8.72 - \$13.00	\$10.14
3 Years Experience with Firm:	\$10.42 - \$14.90	\$12.71

Most employers provide paid vacation and sick leave for full time employees. Many employers provide medical, dental and vision insurance. Some employers provide a retirement plan and few provide life insurance.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week. Temporary employees work an average of 20 hours per week and seasonal employees work an average of 15 hours per week. Most employees have day shifts available and many have swing shift while few work the graveyard shift.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees or inexperienced employees. Most of the job vacancies occurred due to employee turnover. Few job vacancies occurred due to promotions or the addition of new positions. 21 Janitors were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 8.8%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must be able to communicate verbally; work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; lift 50 or more lb.; pass a medical exam.

Other Qualifications: Candidates must be able to work nights; organize their time; pay attention to detail and be able to solve problems.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	64%
• Newspaper Ads	93%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	14%
• School, Program Referrals	7%
• Colleges/Universities	0%
• Employment Development Department	14%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	14%

WHERE THE JOBS ARE

Department Stores

Building Cleaning and Maintenance Services

Elementary and Secondary Schools

Executive and Legislative Offices

Laborers, Landscaping and Groundskeeping

Surveyed 1999

DESCRIPTION

Landscaping and Groundskeeping Laborers landscape and /or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

15 employers responded, 68 employees represented. 100% of surveyed employees are male and 0% are female. (OES 790410)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most all employers report that new hired Landscaping and Groundskeeping Laborers need a high school diploma or the equivalent, while some employers report that less than a high school or equivalency is acceptable.

Few employers (7%) require previous work experience, while 40% state they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience, while 7% stated technical or vocational training is required. Some employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

Non-Union

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$6.00	\$5.75
Experienced/New to Firm:	\$5.75 - \$7.00	\$6.13
3 Years Experience with Firm:	\$5.75 - \$10.00	\$8.57

Union

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.00 - \$15.68	\$10.10
Experienced/New to Firm:	\$10.00 - \$15.68	\$11.00
3 Years Experience with Firm:	\$13.13 - \$16.41	\$14.90

Many employers provide paid vacation and medical insurance for full time employees. Some employers provide a dental, vision, life insurance, sick leave and a retirement plan.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 18 hours per week, and seasonal employees work 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was very difficult to find fully experienced and qualified employees. Inexperienced employees were reported to not be difficult to find. Some of the job vacancies occurred due to employee turnover, the addition of new positions and temporary help. 25 Landscaping and Groundskeeping Laborers were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 14.3%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess basic math skills; be able to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stand for two or more hours at a time; perform strenuous work; lift 50 lb. and pass a medical exam.

Other Qualifications: Candidates must be pay attention to detail and be able to solve problems; work under pressure and work over-time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	87%
• Newspaper Ads	67%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	7%
• School, Program Referrals	13%
• Colleges/Universities	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

WHERE THE JOBS ARE

Amusement and Recreation Services

Lawn and Garden Services

Retail Nurseries, Lawn and Garden Supply Stores

Elementary and Secondary Schools

Licensed Vocational Nurses

7 employers responded, 73 employees represented.

Surveyed 2001

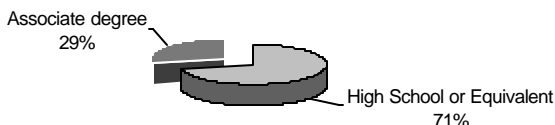
DESCRIPTION (325050)

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	57%	14%	29%
Other Occupational Experience Accepted	43%	43%	N/A
Technical or Vocational Training Required	86%	14%	10%
Training Accepted in Lieu of Experience	29%	57%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team; and do repetitive work
Physical Abilities	Candidates may be required to work shifts, weekends and overtime hours; pay attention to detail; be organized; Perform strenuous work lifting up to 50 lbs.; possess the stamina to sit or stand for two or more hours; must be able to pass a medical exam and drug test.
Other Requirements	Candidates must possess multi-cultural familiarity; possess record keeping skills; be able to organize their time; pay attention to detail; be organized; able to handle crisis and work under pressure. All candidates must possess a LVN certificate.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$8.00 - \$14.88	\$12.21
Experienced/New to Firm:	\$9.50 - \$16.00	\$12.66
3 Years Experience with Firm:	\$13.75 - \$14.80	\$14.00

All employers provide paid vacation and sick leave. Most employers provide medical and life insurance, while many employers provide dental and vision insurance, and a retirement plan.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 17 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Most of the job vacancies occurred due to employees leaving. 10 Licensed Vocational Nurses were hired in the last 12 months

Employer Recruitment Methods

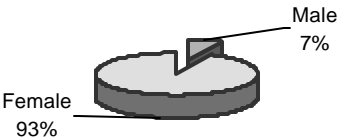
Most successful methods of recruitment:

- * Walk-In Applicants—100%
- * Newspaper Ads —90%
- * Internet—60%

Size of Occupation

Large

Gender



Projections.

All employers expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 8.3%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

General Medical and Surgical Hospitals
Skilled Nursing Facilities

Physicians Offices

DESCRIPTION (OES 851190)

Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Please do not include Millwrights and Mobile Heavy Equipment Mechanics, such as crane, bulldozer, grader, or conveyor mechanics.

15 employers responded; representing 137 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Many employers reported a high school diploma or equivalent is required, while most report a high school diploma or equivalent is not required.

Almost all employers report previous work experience is required, while some employers stated other work experience is accepted. Many employers report training is acceptable in lieu of experience, while many employers reported technical or vocational training is not required for employment. Some employers report technical or vocational training is not required but preferred. Employees are expected to possess software skills in word processing, spreadsheets and database.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; willing to participate in drug testing and pass a medical exam; able to lift 50 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess a good driving record.

WAGES AND BENEFITS

<u>Non-Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$8.00	\$7.00
Experienced/New to Firm:	\$6.00 - \$16.00	\$9.75
3 Years Experience with Firm:	\$8.00 - \$18.00	\$12.25
<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$8.23 - \$8.23	\$8.23
Experienced/New to Firm:	\$8.23 - \$14.80	\$10.63
3 Years Experience with Firm:	\$11.72 - \$18.48	\$11.96

* Other compensation was reported in the form of tips and bonuses ranging from \$.24 to \$.58 per hour.

Almost all employers provide employer paid vacation pay, while most provide sick leave. Many employers provide employer paid life insurance and a retirement plan, while some employers provide employer paid medical, dental and vision insurance. Most employers provide share of cost medical insurance, while many provide share of cost dental insurance. Some employers provide share of cost vision insurance and a retirement plan, while few provide a life insurance.

Hours

Full-time employees work an average of 43 hours per week. Employees can expect to work shifts consisting of day, swing, graveyard and weekend hours.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Many of the job vacancies occurred due to employee turnover, while some occurred due to the creation of new positions and few due to employee promotions. 22 Machinery Maintenance Mechanics were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	53%
• Newspaper Ads	80%
• Private Employment Agencies	13%
• Walk-in Applicants	60%
• In-House Promotions or Transfers	27%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	40%
• Union Hall Referrals	7%
• Internet	7%
• Trade Journals	0%
• Other	13%

Size of Occupation

Large

Gender

91% Male 9% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 23.1%

Annual Job Growth: Much Faster than Average.

Where the Jobs Are

Dairy Processing
Food Processing Manufacturers

General Farming Operations
Public Works

Maintenance Repairers—General Utility

9 employers responded, 130 employees represented.

Surveyed 2001

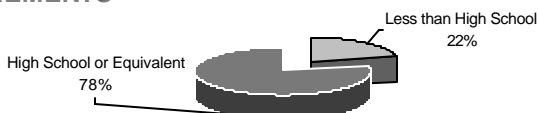
DESCRIPTION (851320)

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and /or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; aligning and balancing new equipment; and repairing buildings, floors, or stairs.

EMPLOYER REQUIREMENTS

*Training, Experience
and Other Requirements*

Education
of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	78%	22%	N/A
Other Occupational Experience Accepted	11%	67%	N/A
Technical or Vocational Training Required	11%	89%	N/A
Training Accepted in Lieu of Experience	33%	44%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends and over-time hours; possess a good driving record. Perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able to pay attention to detail; be organized.

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$7.00 - \$23.00	\$10.15
3 Years Experience with Firm:	\$8.50 - \$23.00	\$12.36

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$11.85—\$11.85	\$11.85
Experienced/New to Firm:	\$11.81 - \$14.92	\$13.51
3 Years Experience with Firm:	\$12.88 - \$18.71	\$14.20

Almost all employers provide paid vacation. Most employers provide medical, dental, vision and life insurance, and paid sick leave. Many employers provide a retirement plan. A few employers report providing paid child care.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

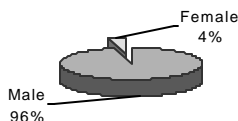
EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced	X		

Most of the job vacancies occurred due to employees leaving. 20 Maintenance Repairers were hired in the last 12 months.

Gender



Employer Recruitment Methods

Most successful methods of recruitment:

- * Newspaper Ads —100%
- * Employee Referrals—90%
- * Employment Development Department—65%

Size of Occupation

Very Large

Projections.

Most employers expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 17.9%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Manufacturing Firms
Government Offices

Schools

Medical Assistants

Surveyed 1999

DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

15 employers responded, 34 employees represented. 07% of surveyed employees are male and 100% are female. (OES 660050)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers reported that new hired Medical Assistants need a high school diploma or the equivalent, while almost all employers require a high school diploma or equivalent. Some employers require word processing skills and many require database skills.

Few employers (7%) require previous work experience, while 73% state they prefer employees have previous work experience. Many employers report they accept other work experience. Most report training is acceptable in lieu of experience, while few employers surveyed report training is not required but preferred. Training for Medical Assistants include State certification as a Nursing Assistant (CNA).

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.50	\$6.25
Experienced/New to Firm:	\$6.00 - \$8.50	\$7.00
3 Years Experience with Firm:	\$7.50 - \$10.75	\$9.50

Almost all employers provide paid vacation, sick leave, and medical insurance for full time employees. Many employers provide dental insurance and some employers provide vision and life insurance and a retirement plan for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 23 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees as well as inexperienced employees. Almost

all of the job vacancies occurred due to employee turnover and few were due to the addition of new positions. 12 Medical Assistants were hired in the last 12 months. All employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 20%

Annual Job Growth: Much Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to lift 10 lb. and pass a medical exam.

Other Qualifications: Candidates must be able to work with different cultures; organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; trained in CPR and know First Aid.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	73%
• Newspaper Ads	87%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	0%
• School, Program Referrals	27%
• Colleges/Universities	7%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	13%

WHERE THE JOBS ARE

Offices and Clinics of Doctors of Medicine
Offices and Clinics of Podiatrists
Offices and Clinics of Health Practitioners
General Medical and Surgical Hospitals

Medical Secretaries

Surveyed 2000

DESCRIPTION (OES 551050)

Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

15 employers responded; representing 48 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a high school diploma or equivalent is required.

Most employers require previous work experience, while few employers stated work experience is not required but preferred. Many employers report other work experience is acceptable. Most employers report training is not acceptable in lieu of experience, while most employers reported technical or vocational training is not required for employment. Few employers stated technical or vocational training is not required but preferred. Employers reported word processing, spreadsheet and database skills are needed for employment.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; willing to participate in drug testing.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess supervisory skills and plan the work of others.

WAGES AND BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.00	\$6.50
Experienced/New to Firm:	\$6.00 - \$10.00	\$8.00
3 Years Experience with Firm:	\$7.00 - \$13.00	\$10.00

Almost all employers provide employer paid vacation pay, while most provide employer paid medical and sick leave. Many employers provide employer paid dental and life insurance, while some provide vision insurance and a retirement plan. Few employers provide share of cost medical, dental, vision and life insurance as well as a retirement plan.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Most of the job vacancies occurred due to employee turnover, while some occurred due to new positions. 14 Medical Secretaries were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	67%
• Newspaper Ads	80%
• Private Employment Agencies	7%
• Walk-in Applicants	60%
• In-House Promotions or Transfers	13%
• School, Program Referrals	20%
• Colleges/Universities	7%
• Employment Development Department	27%
• Union Hall Referrals	0%
• Internet	13%
• Trade Journals	0%
• Other	7%

Size of Occupation

Medium

Gender

2% Male 98% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 25%

Annual Job Growth: Much Faster than Average.

Where the Jobs are

Medical Doctors Offices
Chiropractic Offices

Dental Offices
Specialty Outpatient Clinics

Nurse Aides

7 employers responded, 77 employees represented.

Surveyed 2001

DESCRIPTION (660080)

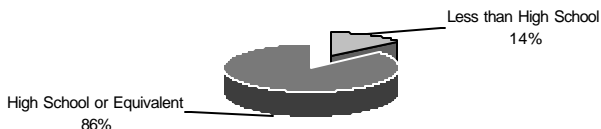
Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	57%	29%	14%
Other Occupational Experience Accepted	29%	43%	N/A
Technical or Vocational Training Required	43%	57%	N/A
Training Accepted in Lieu of Experience	29%	43%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar and spelling skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends, night and over-time hours; possess a good driving record. Perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able pay attention to detail; work under pressure and handle a crisis; be trained in CPR and First Aid. Nurse Aides must be licensed by the State of California.

WAGES AND BENEFITS

Union wages were not reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.50 - \$9.00	\$7.50
Experienced/New to Firm:	\$6.69 - \$9.00	\$8.00
3 Years Experience with Firm:	\$6.93 - \$12.00	\$9.50

Almost all employers provide paid sick and vacation leave. Most employers provide medical insurance, while many employers provide dental and life insurance and a retirement plan. Some employers provide vision insurance.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 24 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Many of the job vacancies occurred due to newly created positions. 20 Nurses Aides were hired in the last 12 months.

Employer Recruitment Methods

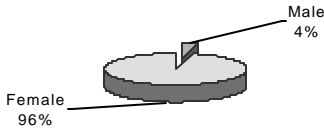
Most successful methods of recruitment:

- * Walk-In Applicants—100%
- * Employment Development Department—85%
- * Newspaper Ads —70%

Size of Occupation

Very Large

Gender



Projections.

Almost all employers expect employment to grow over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 12%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Physician Offices
Outpatient Care Facilities

Skilled Nursing Facilities

Opticians—Dispensing and Measuring

Surveyed 2000

DESCRIPTION (OES 325140)

Optician's design, measure, fit, and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses, and coordinate frames with facial and eye measurements and optical prescription. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames. This includes Contact Lens Opticians.

Eight employers responded; representing 22 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a high school diploma or equivalent is required.

Many employers report previous work experience is not required, while some employers stated work experience is not required but preferred. Some employers report other work experience is acceptable. Some employers report training is acceptable in lieu of experience, while most employers reported technical or vocational training is not required for employment. Employers report word processing, spreadsheet and database skills are needed for employment.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; willing to participate in drug testing.

Other Qualifications: Candidates must be possess multi-cultural familiarity; able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure.

WAGES AND BENEFITS

*Union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$7.50	\$6.50
Experienced/New to Firm:	\$6.25 - \$9.00	\$7.25
3 Years Experience with Firm:	\$7.00 - \$13.00	\$8.75

Other compensation was reported in the form of bonuses averaging \$1.29 per hr. and commissions averaging \$.58 per hour.

Some employers provide employer paid vision insurance and sick leave, while few provide employer paid life insurance. Many employers provide employer paid vacation hours. Some employers provide share of cost medical, dental, vision and life insurance, sick leave, and as a retirement plan. Few employers provide share of cost vacation and child care.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 17 hours per week. Shift hours could be required by employers that include day, swing, graveyard and weekend hours.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was very difficult to find fully experienced and qualified employees, while being moderately difficult to find inexperienced employees. Most of the job vacancies occurred due to employee turnover, while some occurred due to the creation of new positions. Four Opticians were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	100%
• Newspaper Ads	75%
• Private Employment Agencies	0%
• Walk-in Applicants	25%
• In-House Promotions or Transfers	50%
• School, Program Referrals	25%
• Colleges/Universities	0%
• Employment Development Department	25%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

Size of Occupation

Small

Gender

27% Male 73% Female

Projections

Most employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average.

Where the Jobs are

Optometrists Offices and Clinics

Optical Goods Stores

Paralegal Personnel

7 employers responded, 11 employees represented.

Surveyed 2001

DESCRIPTION (283050)

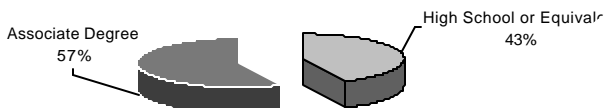
Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or the initiate legal action.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	86%	N/A	14%
Other Occupational Experience Accepted	43%	57%	N/A
Technical or Vocational Training Required	71%	29%	10%
Training Accepted in Lieu of Experience	57%	43%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team.
Physical Abilities	Candidates may be required to work weekends and over-time hours; be able to lift at least 10 lb.; possess a good driving record.
Other Requirements	Candidates must be able to work under pressure; handle crisis; be able to organize their time; pay attention to detail and be able to solve problems. All candidates must be familiar with word processing and many will need to know spreadsheets.

WAGES AND BENEFITS

Union wages were not reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	None Reported	None Reported
Experienced/New to Firm:	\$9.78 - \$16.00	\$11.05
3 Years Experience with Firm:	\$11.05 - \$18.22	\$14.50

Most employers provide medical insurance, and paid sick and vacation. leave. Many employers provide dental insurance and a retirement plan. Some employers provide life insurance while few employers provide vision insurance.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified		X	
Inexperienced			X

Most of the job vacancies occurred due to newly created positions. Four Paralegals were hired in the last 12 months.

Employer Recruitment Methods

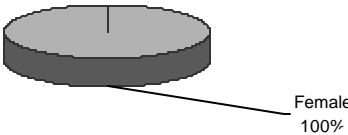
Most successful methods of recruitment:

- * Newspaper Ads —100%
- * Employee Referrals—75%
- * Private Employment Agencies —50%

Size of Occupation

Information Not Available

Gender



Projections.

Many employers expect employment to remain stable and many employers stated they expect employment to grow over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: Information Not Available

Annual Job Growth: Information Not Available

WHERE THE JOBS ARE

Law Offices

Legal Aid Offices

Government Offices

Payroll and Timekeeping Clerks

15 employers responded, 18 employees represented.

Surveyed 2001

DESCRIPTION (553410)

Payroll and Timekeeping Clerks compute wages and post wage data to payroll records and/or keep a daily record showing time of arrival and departure from work of employees. They compute earnings from timesheets and work tickets using a calculator. They operate posting machines to computer and subtract deductions. They enter net wages on earnings record cards, check stubs, and payroll sheets.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	80%	13%	7%
Other Occupational Experience Accepted	33%	53%	N/A
Technical or Vocational Training Required	7%	87%	7%
Training Accepted in Lieu of Experience	20%	67%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team.
Physical Abilities	Candidates may be required to work over-time hours; be able to lift at least 10 lb. and sit for two hr. or more; possess a good driving record and pass a drug test.
Other Requirements	Candidates must be able to work under pressure; be able to organize their time; pay attention to detail and be able to solve problems. Almost all employers expect candidates to be familiar with word processing, spreadsheet and database software.

WAGES AND BENEFITS

*Union wages represented

	Range	Median
Entry Level/No Experience:	\$6.50 - \$8.79	\$8.50
Experienced/New to Firm:	\$7.00 - \$11.00	\$8.50
3 Years Experience with Firm:	\$8.00 - \$15.50	\$10.00

Almost all employers provided paid vacation. Many employers provide medical, dental, vision and life insurance, paid sick leave and a retirement plan.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 19 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced	X		

All of the job vacancies occurred due to promotions. One Payroll and Timekeeping Clerk was hired in the last 12 months.

Employer Recruitment Methods

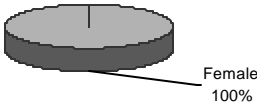
Most successful methods of recruitment:

- * In-House Promotion or Transfer—100%
- * Employee Referrals—100%
- * Walk-In Applicants—100%

Size of Occupation

Small

Gender



Projections.

Most employers expect employment to remain the same over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

School Offices

Government Offices

Manufacturing Firms

DESCRIPTION (OES 325180)

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Eight employers responded; representing 21 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a high school diploma or equivalent is required.

Some employers require previous work experience, while some employers stated work experience is not required but preferred. Most employers report no other work experience is accepted. Some employers report training is acceptable in lieu of experience, while many employers reported technical or vocational training is not required for employment. Few employers stated technical or vocational training is not required but preferred. Employers reported computer software skills are needed for employment.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; willing to participate in drug testing.

Other Qualifications: Candidates must possess multi-cultural familiarity; be able to organize their time; possess record keeping skills; pay attention to detail; able to solve problems and work under pressure; possess supervisory skills and plan the work of others.

WAGES AND BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.00 - \$9.25	\$7.00
Experienced/New to Firm:	\$6.50 - \$12.00	\$8.25
3 Years Experience with Firm:	\$7.50 - \$14.00	\$11.50

* Other compensation was reported in the form of commissions averaging \$10.00 per hr.

Physical Therapists

5 employers responded, 19 employees represented.

Surveyed 2001

DESCRIPTION (323080)

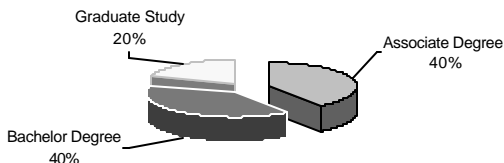
Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	40%	60%	N/A
Other Occupational Experience Accepted	N/A	40%	N/A
Technical or Vocational Training Required	60%	40%	N/A
Training Accepted in Lieu of Experience	N/A	40%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work over-time hours and be on call; possess a good driving record. Perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able to pay attention to detail; be organized; work under pressure. A license as a Physical Therapist is a requirement.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$22.85 - \$30.00	\$26.00
Experienced/New to Firm:	\$26.42 - \$40.00	\$30.00
3 Years Experience with Firm:	\$27.00 - \$50.00	\$35.00

All employers provide medical and life insurance, paid vacation and sick leave. Almost all employers provide dental insurance while some provide vision insurance and a retirement plan.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 22 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Many of the job vacancies occurred due to employees leaving and the creation of new positions. Four Physical Therapists were hired in the last 12 months.

Employer Recruitment Methods

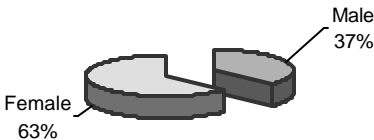
Most successful methods of recruitment:

- * Employee Referrals—75%
- * Newspaper Ads —50%
- * Colleges/Universities—50%

Size of Occupation

Small

Gender



Projections.

Many employers expect employment to remain stable and many employers stated they expect employment to grow over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

General Medical and Surgical Hospitals
Occupational Therapists Offices

Nursing Homes, skilled

Plumbers, Pipefitters, and Steamfitters

4 employers responded, 9 employees represented.

Surveyed 2001

DESCRIPTION (875020)

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Plumbers and Pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems are not included.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	50%	25%	15%
Other Occupational Experience Accepted	25%	50%	N/A
Technical or Vocational Training Required	N/A	75%	25%
Training Accepted in Lieu of Experience	50%	25%	N/A

Skills

Basic Skills	Must be able to communicate verbally and have good math skills; work independently and as a team; and do repetitive work
Physical Abilities	Candidates may be required to work weekends, nights and over-time hours; possess a good driving record. Perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours.
Other Requirements	Candidates must be able to pay attention to detail; be organized; pay attention to detail; solve problems and work under pressure.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	Insufficient Data	Insufficient Data
Experienced/New to Firm:	\$6.56 - \$14.00	\$7.63
3 Years Experience with Firm:	\$6.89 - \$19.00	\$12.25

Most employers provide paid vacation and some employers provide medical insurance.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 23 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

All of the job vacancies occurred due to employees leaving. One Plumber, Pipefitter, and Steamfitter was hired in the last 12 months.

Employer Recruitment Methods

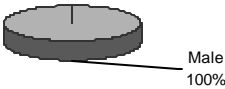
Most successful methods of recruitment:

- * In-House Promotion or Transfers—100%
- * Newspaper Ads —100%
- * Walk-In Applicants—100%

Size of Occupation

Medium

Gender



Projections.

All employers expect employment to grow over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 25%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Plumbing Contractors Dry Well Construction Contractors
Water Pump Installation and Service

Police Patrol Officers

3 employers responded, 63 employees represented.

Surveyed 2001

DESCRIPTION (630140)

Police Patrol Officers maintain orders, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents, apprehending, arresting and processing prisoners; and giving evidence in court.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



High School or Equivalent
100%

Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	N/A	33%	67%
Other Occupational Experience Accepted	N/A	67%	N/A
Technical or Vocational Training Required	100%	N/A	N/A
Training Accepted in Lieu of Experience	33%	33%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar, spelling and math skills; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work weekends, night and overtime hours; possess a good driving record. Perform strenuous work lifting up to 50 lbs.; possess the stamina to sit or stand for two or more hours and must able to pass a medical exam and
Other Requirements	Candidates must be able to pay attention to detail; be organized; solve problems, work under pressure and handle crisis; trained in CPR and 1st Aid.

WAGES AND BENEFITS

Only Union wages were reported

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$13.82 - \$16.52	\$14.53
Experienced/New to Firm:	\$13.82 - \$17.35	\$16.08
3 Years Experience with Firm:	\$16.05 - \$18.98	\$18.65

All employers provide paid vacation and sick leave. Some employers provide medical, dental and life insurance, while most provide a retirement plan. Share of Cost medical, dental, vision and life insurance is provided by many employers, while some provide a share of cost retirement plan.

Hours

Full time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified	N/A		
Inexperienced		X	

Many employers reported that job vacancies occurred due to promotions and employees leaving. Seven Police Patrol Officers were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * School, Program Referrals—100%
- * In-House Promotions or Transfers—57%
- * Colleges/Universities—57%

Size of Occupation

Very Large

Gender



Projections.

Many employers expect employment to grow over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 31.3%

Annual Job Growth: Faster than Average

WHERE THE JOBS ARE

Police Departments

DESCRIPTION (OES 539140)

Real Estate Clerks perform duties concerned with rental, sale, and management of real estate, such as typing copies of listings, computing interest owed or penalty payments, holding collateral in escrow, and checking due notices on taxes and renewal dates of insurance and mortgage loans.

Five employers responded; representing 10 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a high school diploma or equivalent is required.

Almost all employers require previous work experience, while some employers stated other work experience is acceptable. Some employers report training is acceptable in lieu of experience, while all employers reported technical or vocational training is not required for employment. All firms reported word processing skills are required, while most employers required skills in using database and desktop publishing software. Some employers required employees have skills with spreadsheet software.

Skills

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail; be able to solve problems and work under pressure.

WAGES AND BENEFITS

Union wages were not reported.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$7.00	\$6.25
Experienced/New to Firm:	\$5.75 - \$7.50	\$6.50
3 Years Experience with Firm:	\$7.00 - \$10.00	\$7.50

Some employers provide only paid sick leave and vacation pay.

Hours

Full-time employees work an average of 39 hours per week while part-time employees work an average of 25 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Employers reported it was moderately difficult to find inexperienced employees. Most of the job vacancies occurred due to employee turnover, while some were temporary hires. Six Real Estate Clerks were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	100%
• Newspaper Ads	80%
• Private Employment Agencies	0%
• Walk-in Applicants	60%
• In-House Promotions or Transfers	20%
• School, Program Referrals	20%
• Colleges/Universities	0%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

Size of Occupation*

Very Large

Gender

20% Male 80% Female

Projections

Almost all employers expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate:
10.1 %

Projected Growth Rate:* 10.3%

Annual Job Growth:* Average

*Size of occupation, Projected growth rate, Annual job growth information is based on OES code 539000 – Misc. Industry Specific Clerical, as no specific data is available for Real Estate Clerks in Kings County.

Where the Jobs Are

Real Estate Offices

Receptionists and Information Clerks

Surveyed 1999

DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please who primarily operate switchboards are not included.

16 employers responded, 44 employees represented. 7% of surveyed employees are male and 93% are female. (OES 553050) (DOT 237.367-038)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Receptionists need a high school diploma or the equivalent. Almost all employers surveyed require word processing skills, while many require spreadsheet and database skills.

Few employers (19%) require previous work experience, while 50% state they prefer employees have previous work experience. Almost all employers report they accept other work experience. 73% report training is acceptable in lieu of experience, while 13% stated technical or vocational training is required. Few employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$10.13	\$6.00
Experienced/New to Firm:	\$5.75 -10.13	\$6.50
3 Years Experience with Firm:	\$6.50 - \$10.36	\$8.25

Almost all employers provide paid vacation, while many provide for paid sick leave. Many employers provide medical insurance. Some employers provide a retirement plan and few provide for dental, vision and life insurance.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 27 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be moderately difficult to find. Many of the job vacancies occurred due to employee turnover and some were due to the addition of new positions. 19 Receptionists were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next three years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 11.8%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	100%
• Newspaper Ads	53%
• Private Employment Agencies	0%
• Walk-in Applicants	42%
• In-House Promotions or Transfers	47%
• School, Program Referrals	0%
• Colleges/Universities	42%
• Employment Development Department	11%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	5%

WHERE THE JOBS ARE

Veterinary Services for Animal Specialties

Insurance Agents, Brokers, and Service

Title Abstract Offices

Offices and Clinics of Optometrists

Registered Nurses

5 employers responded, 259 employees represented.

Surveyed 2001

DESCRIPTION (325020)

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Nursing Instructors and Teachers are not included.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Associate Degree
100%

Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	60%	N/A	40%
Other Occupational Experience Accepted	60%	40%	N/A
Technical or Vocational Training Required	60%	40%	N/A
Training Accepted in Lieu of Experience	20%	80%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; must possess good English, grammar and spelling skills; work independently and as a team; and do repetitive work
Physical Abilities	Candidates may be required to work weekends, nights and over-time hours; perform strenuous work lifting up to 50 lbs.; possess the stamina to stand for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able to pay attention to detail; be organized; be able to solve problems; work under pressure and handle crisis. Candidates must be State Certified as a Registered Nurse.

WAGES AND BENEFITS

Union wages were not reported

Non-Union	Range	Median
Entry Level/No Experience:	\$None Reported	None Reported
Experienced/New to Firm:	\$12.00 - \$23.00	\$16.50
3 Years Experience with Firm:	\$15.00 - \$26.00	\$19.50

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$18.77—\$18.77	\$18.77
Experienced/New to Firm:	\$21.26 - \$21.26	\$21.26
3 Years Experience with Firm:	\$23.49 - \$23.49	\$23.49

All employers provide paid sick leave and vacation pay. Most employers provide medical, vision and life insurance and a retirement plan. Many employers provide dental insurance.

Hours

Full time employees work an average of 39 hours per week, while part-time employees work 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Most of the job vacancies occurred due to employees leaving. 22 Registered Nurses were hired in the last 12 months.

Employer Recruitment Methods

Most successful methods of recruitment:

- * Colleges and Universities—73%
- * School, Program Referrals—68%
- * Trade Journals—55%

Gender



Size of Occupation

Very Large

Projections.

Most employers expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 14.3%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

General Medical and Surgical Hospitals
Public Health Offices

Physicians Offices

Secretaries, except Legal and Medical

16 employers responded, 41 employees represented.

Surveyed 2001

DESCRIPTION (551080)

Secretaries (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. This does not include Medical and Legal Secretaries.

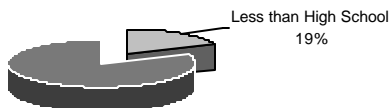
EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires

High School or Equivalent
81%



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	81%	N/A	19%
Other Occupational Experience Accepted	19%	75%	N/A
Technical or Vocational Training Required	6%	88%	6%
Training Accepted in Lieu of Experience	19%	81%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English; work independently and as a team; and do repetitive work.
Physical Abilities	Candidates may be required to work over-time hours; be able to lift 10 lbs. and sit for two or more hours.
Other Requirements	Candidates must be able to pay attention to detail; be organized and able to manage their time; possess good record keeping skills; work under pressure and handle a crisis. Candidates should be able to use word processing, spreadsheet and database software.

WAGES AND BENEFITS

*Union wages represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$6.25 - \$9.00	\$8.00
Experienced/New to Firm:	\$6.25 - \$11.29	\$9.00
3 Years Experience with Firm:	\$8.00 - \$15.01	\$11.76

Almost all employers provide paid vacation while most provide paid sick leave. Many employers provide medical insurance and a retirement plan. Some employers provide dental, vision and life insurance, while a few provide child care.

Hours

Full time employees work an average of 40 hours per week, while part-time employees work 21 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced		X	

Most of the job vacancies occurred due to newly created positions. 10 Secretaries were hired in the last 12 months.

Employer Recruitment Methods

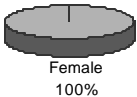
Most successful methods of recruitment:

- * Employee Referrals—90%
- * Newspaper Ads —90%
- * In-House Promotion or Transfer—60%

Size of Occupation

Very Large

Gender



Projections.

Most employers expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 9.1%

Annual Job Growth: Slower than Average

WHERE THE JOBS ARE

Public and Private Schools
Manufacturing Firms

Government Offices

Stock Clerks—Stockroom, Warehouse, Storage Yard

Surveyed 1999

DESCRIPTION

Stock Clerks receive, store, and issue materials, equipment, and other items for stockroom, warehouse, or storage yard, and keep records and compile stock reports. Not included in this survey are stockroom laborers and workers whose primary duties involve shipping, weighing, and checking.

15 employers responded, 278 employees represented. 67% of surveyed employees are male and 33% are female. (OES 580230)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many employers report that new hired Stock Clerks need a high school diploma or the equivalent, while many employers report new hired Stock Clerks are hired with less than a high school diploma or equivalent.

Many employers surveyed require database skills.

Few employers (13%) require previous work experience, while 20% state they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$11.84	\$6.34
Experienced/New to Firm:	\$5.75 - \$11.84	\$6.27
3 Years Experience with Firm:	\$6.50 - \$12.59	\$8.00

Many employers provide paid medical insurance, while many provide for paid sick leave and vacation for full time employees. Some employers provide dental, vision and life insurance, and a retirement plan for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 25 hours per week. Seasonal employees work 40 hours per week. Almost all firms report they operate day shift, while some operate swing shift and few operate graveyard shifts.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers report it is moderately difficult to find fully experienced and qualified employees and inexperienced employees. Most of the job vacancies occurred due to employee turnover and some were due to promotions. Few vacancies occurred due to the addition of new positions. 40 Stock Clerks were hired in the last 12 months. Most employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: -4.3%

Annual Job Growth: Slow Decline

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess math skills; be able to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; lift 50 lb.; perform strenuous work and be able to pass a drug test.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to work under pressure. Candidates must be able to work nights and weekends.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	93%
• Newspaper Ads	47%
• Private Employment Agencies	0%
• Walk-in Applicants	100%
• In-House Promotions or Transfers	7%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	13%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	20%

WHERE THE JOBS ARE

Manufacturers of Natural, Processed, and Imitation Cheese
Lumber and Other Building Materials Dealers
Farm Product Warehousing and Storage
Grocery Stores

First Line Supervisors and Managers

Surveyed 1999

DESCRIPTION

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

15 employers responded, 30 employees represented. 37% of surveyed employees are male and 63% are female. (OES 510020)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Most employers report new hired First Line Supervisors need a high school diploma or the equivalent. Few report new hires need post-secondary degrees. 7% report that a high school diploma or equivalent is not needed. 12 employers surveyed require word processing skills, 10 require database skills and nine require spreadsheet skills. Two employers report that desktop publishing is required.

Most employers (73%) require previous work experience, while 20% state they prefer employees have previous work experience. Many of employers surveyed report they accept other work experience. Many report training is acceptable in lieu of experience, while some state technical or vocational training is required. Few employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$9.00 - \$12.87	\$9.40
Experienced/New to Firm:	\$6.50 - \$12.87	\$10.14
3 Years Experience with Firm:	\$10.00 - \$16.78	\$12.00

Most employers provide paid medical and dental insurance for full time employees. Many employers provide paid vision insurance for full time employees. Some employers provide for paid life insurance and a retirement plan.

HOURS

Full-time employees work an average of 43 hours per week while part-time employees work an average of 32 hours per week. 15 firms report that day shift hours are worked while one firm reported employees may work swing shift.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very difficult to find. Most of the job vacancies occurred due to employee turnover and many were due to promotions. Five First Line Supervisors were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 11.4%

Annual Job Growth: Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to pass a medical exam.

Other Qualifications: Candidates must be familiar with many cultures; be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems. They must be able to work under pressure, handle crisis, plan and organize the work of others and possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	47%
• Newspaper Ads	93%
• Private Employment Agencies	0%
• Walk-in Applicants	87%
• In-House Promotions or Transfers	47%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	7%
• Union Hall Referrals	7%
• Internet	0%
• Trade Journals	0%
• Other	13%

WHERE THE JOBS ARE

Credit Unions, Federally Chartered

Real Estate Agents and Managers

Individual and Family Social Services

Offices and Clinics of Health Practitioners

Systems Analysts—Electronic Data Processing

8 employers responded, 27 employees represented.

Surveyed 2001

DESCRIPTION (251020)

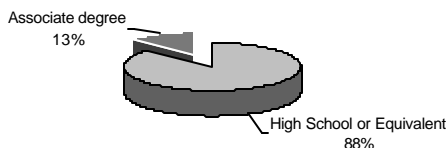
Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Persons working as engineers, mathematicians, programmers or scientists are not included.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	75%	N/A	25%
Other Occupational Experience Accepted	N/A	100%	N/A
Technical or Vocational Training Required	50%	38%	13%
Training Accepted in Lieu of Experience	75%	25%	N/A

Skills

Basic Skills	Must be able to communicate verbally and in writing; possess good English, grammar and spelling skills: work independently and as a team.
Physical Abilities	Candidates may be required to work weekends and on-call; possess a good driving record. Be able to lift 10 lbs.; possess the stamina to sit or stand for two or more hours and must be able to pass a drug test.
Other Requirements	Candidates must be organized and able to manage their time; pay attention to detail; work under pressure, handle crisis and be able to solve problems. Candidates must be familiar with word processing, spreadsheet and database software.

WAGES AND BENEFITS

Non-Union	Range	Median
Entry Level/No Experience:	\$12.67 - \$21.29	\$16.98
Experienced/New to Firm:	\$7.50 - \$32.64	\$16.61
3 Years Experience with Firm:	\$8.00 - \$33.30	\$17.98

<u>Union</u>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	Not Reported	Not Reported
Experienced/New to Firm:	\$18.62 - \$19.56	\$19.09
3 Years Experience with Firm:	\$19.57 - \$21.86	\$20.72

All employers provide paid vacation, while almost all provide sick leave. Many employers provide life insurance. Some employers provide a retirement plan, and dental, medical and vision insurance.

Hours

Full time employees work an average of 40 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced			X

Many of the job vacancies occurred due to newly created positions. Four Systems Analysts were hired in the last 12 months

Employer Recruitment Methods

Most successful methods of recruitment:

- * Employee Referrals—100%
- * Newspaper Ads —100%
- * Internet and Walk-Ins—50%

Size of Occupation

Medium

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 50%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Public and Private Schools
Manufacturing Firms

Government Offices

Teachers – Elementary School

Surveyed 1999

DESCRIPTION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

11 employers responded, 638 employees represented. 20% of surveyed employees are male and 80% are female. (OES 313050)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Almost all employers reported that new hired Teachers need a bachelor's degree and few require a graduate study degree. 75% employers surveyed require word processing skills, while 50% require database and desktop publishing skills. 25% of employers require spreadsheet skills.

Few employers (18%) require previous work experience, while 36% state they prefer employees have previous work experience. 9% of employers report they accept other work experience. 18% report training is acceptable in lieu of experience, while 73% stated technical or vocational training is required.

WAGES AND FRINGE BENEFITS

<i>Non-Union</i>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$11.75 - \$14.38	\$13.99
Experienced/New to Firm:	\$8.63 - \$16.78	\$12.71
3 Years Experience with Firm:	\$8.87 - \$20.14	\$13.28

<i>Union</i>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$14.86 - \$18.45	\$15.66
Experienced/New to Firm:	\$15.34 - \$18.65	\$16.27
3 Years Experience with Firm:	\$17.29 - \$25.46	\$20.37

Almost all employers provide paid medical insurance and sick leave to full-time employees. Most employers provide dental, vision and life insurance to full time employees. Many employers provide paid vacation and a retirement plan. A few employers provide childcare.

HOURS

Full-time employees work an average of 39 hours per week while part-time employees work an average of 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees as well as inexperienced employees. Most of the job vacancies occurred due to employee turnover and some were due to the addition of new positions, while few were due to promotions. 86 Teachers were hired in the last 12 months. Almost all employers surveyed expect employment to grow over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 8.9%

Annual Job Growth: Slower than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; pass a medical exam and lift 10 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; be trained in CPR; possess a good DMV record and be familiar with many cultures.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	45%
• Newspaper Ads	73%
• Private Employment Agencies	0%
• Walk-in Applicants	64%
• In-House Promotions or Transfers	18%
• School, Program Referrals	0%
• Colleges/Universities	73%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	18%
• Trade Journals	0%
• Other	9%

WHERE THE JOBS ARE

Elementary and Secondary Schools

Teachers - Secondary School

Surveyed 2000

DESCRIPTION (OES 313080)

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

Six employers responded; representing 360 employees.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

All employers reported a bachelors degree is required. Almost all do not require previous work experience and few report training is not required but preferred. All employers report other occupational work experience is not acceptable. All employers expect applicants to have computer software skills.

Most employers report technical or vocational training is required in the form of a California Teaching Credential, while some employers state they do not require technical or vocational training, but applicants must have passed the CBEST.

Skills

Basic Skills: Must possess English grammar, spelling and math skills; be able to communicate both verbally and in writing; ability to work independently and as part of a team.

Physical Abilities: Ability to sit or stand for two or more hours at a time.

Other Qualifications: Multi-cultural familiarity; record keeping skills; organizational and time management skills; able to pay attention to detail; possess problem solving skills; ability to plan and organize the work of others; ability to handle crisis situations; trained in CPR and first aid techniques

WAGES AND BENEFITS

In order to ensure confidentiality, wage information includes union and non-union wages.

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$7.91 - \$22.16	\$16.28
Experienced/New to Firm:	\$7.91 - \$22.16	\$16.28
3 Years Experience with Firm:	\$11.99 - \$25.81	\$18.28

All surveyed employers offer paid sick leave, while most employers offer paid medical insurance. Many employers offer dental and vision insurance as well as paid vacation. Some employers offer paid life insurance and a retirement plan. Most employers offer a shared cost retirement plan, and some offer medical, dental and vision insurance with a shared cost by the employee. A few employers offer paid tuition for the employees children.

Hours

Full-time employees work an average of 38 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Most employers found it very difficult to find inexperienced applicants. During the last 12 months all job vacancies were due to employee turnover. 57 Secondary Teachers were hired in the last 12 months.

Employer Recruitment Methods

• Employee Referrals	17%
• Newspaper Ads	83%
• Private Employment Agencies	0%
• Walk-in Applicants	17%
• In-House Promotions or Transfers	17%
• School, Program Referrals	0%
• Colleges/Universities	50%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	67%
• Trade Journals	0%
• Other	50%

Size of Occupation

Very Large

Gender

56% Male 44% Female

Projections

Most employers surveyed expect employment to remain stable over the next two years.

Kings County average 1995-2002 projected occupational growth rate: 10.1%

Projected Job Growth Rate: 16%

Annual Job Growth: Much Faster than Average

Where the Jobs Are

High Schools

Academies

Parochial Schools

Tellers

Surveyed 1999

DESCRIPTION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

10 employers responded, 63 employees represented. 6% of surveyed employees are male and 94% are female. (OES 531020)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

All employers reported that new hired Receptionists need a high school diploma or the equivalent. Most employers surveyed require word processing skills, while many require spreadsheet skills and almost all employers require database skills.

Some employers (20%) require previous work experience, while four employers state they prefer employees have previous work experience. Four employers report they accept other work experience. Five employers report training is acceptable in lieu of experience, while 10% stated technical or vocational training is required.

WAGES AND FRINGE BENEFITS

* Union employees represented

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$8.00	\$6.94
Experienced/New to Firm:	\$5.95 - \$8.63	\$7.48
3 Years Experience with Firm:	\$7.50 - \$10.80	\$9.00

Most employers provide paid vacation, medical and dental insurance, and a paid retirement plan. Almost all employers provide for paid sick leave. Some employers provide vision insurance while few provide for paid life insurance.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 24 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers report it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very difficult to find. Most of the job vacancies occurred due to employee turnover and few were due to the addition of new positions. 19 Tellers were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: -8.2%

Annual Job Growth: Slow Decline

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must be able to lift a minimum of 10 lbs.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail, work under pressure and be able to solve problems. Candidates typically work part time hours.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	50%
• Newspaper Ads	80%
• Private Employment Agencies	0%
• Walk-in Applicants	90%
• In-House Promotions or Transfers	40%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	20%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	20%

WHERE THE JOBS ARE

National Commercial Banks

State Commercial Banks

Credit Unions, Federally Chartered

Miscellaneous Business Credit Institutions

Truck Drivers, Light— Include Delivery and Route

10 employers responded, 22 employees represented.

Surveyed 2001

DESCRIPTION (971050)

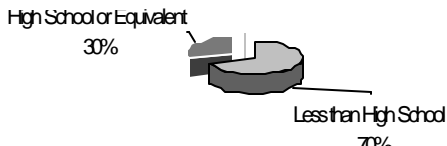
Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks.

EMPLOYER REQUIREMENTS

Training, Experience and Other Requirements

Education

of new hires



Training/Experience	YES	NO	Not Required but Preferred
Work Experience Required	30%	60%	10%
Other Occupational Experience Accepted	10%	30%	N/A
Technical or Vocational Training Required	30%	70%	N/A
Training Accepted in Lieu of Experience	10%	30%	N/A

Skills

Basic Skills	Must be able to communicate verbally; work independently and do repetitive work.
Physical Abilities	Candidates may be required to work weekends and over-time hours; possess a good driving record. Perform strenuous work lifting up to 50 lbs.; possess the stamina to sit for two or more hours and must be able to pass a medical exam and drug test.
Other Requirements	Candidates must be able to pay attention to detail; keep records.

WAGES AND BENEFITS

Union wages were not reported

	Range	Median
Entry Level/No Experience:	\$6.25 - \$8.25	\$6.38
Experienced/New to Firm:	\$6.25 - \$11.51	\$8.12
3 Years Experience with Firm:	\$7.00 - \$12.66	\$9.25

Many employers provide paid vacation, while some provide medical insurance and a few provide paid sick leave.

Hours

Full time employees work an average of 42 hours per week, while part-time employees work 20 hours per week.

EMPLOYMENT TRENDS

Supply/Demand

Difficulty Finding Employees	Not Difficult	Moderately Difficult	Very Difficult
Fully Experienced & Qualified			X
Inexperienced	X		

Almost all of the job vacancies occurred due to employees leaving. Five Light Truck Drivers were hired in the last 12 months.

Employer Recruitment Methods

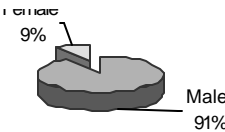
Most successful methods of recruitment:

- * Employee Referrals—80%
- * Newspaper Ads —60%
- * Walk-In Applicants—60%

Size of Occupation

Very Large

Gender



Projections.

Almost all employers expect employment to remain stable over the next two years.

Kings County average 1997-2004 projected occupational growth rate: 21.5%

Projected Job Growth: 36%

Annual Job Growth: Much Faster than Average

WHERE THE JOBS ARE

Farm Supplies
Package Delivery

Florists

Vocational and Educational Counselors

Surveyed 1999

DESCRIPTION

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

14 employers responded, 148 employees represented. 26 % of surveyed employees are male and 74% are female. (OES 315140)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Some employers report that new hired Vocational and Educational Counselors require graduate study while some employers require associate degrees and few require a bachelors degree. Some employers report new hires need only a high school diploma or the equivalent. Almost all employers surveyed require word processing skills, while some require spreadsheet and database skills.

Some employers (36%) require previous work experience, while 50% state they prefer employees have previous work experience. Some employers report they accept other work experience. Some report training is acceptable in lieu of experience, while 14% stated technical or vocational training is required. Few employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

<i>Non-Union</i>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$19.18	\$9.35
Experienced/New to Firm:	\$7.50 - \$19.18	\$10.10
3 Years Experience with Firm:	\$7.50 - \$21.58	\$11.53

<i>Union</i>	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$11.10 - \$15.05	\$13.86
Experienced/New to Firm:	\$11.10 - \$23.97	\$14.20
3 Years Experience with Firm:	\$13.54 - \$25.57	\$15.09

Almost all employers provide paid vacation and sick leave for full time employees. Most employers provide medical, dental, and vision insurance, while many employers provide a retirement plan for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 23 hours per week and seasonal employees work 13 hours per week. Few employers report swing shift hours are available.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be very difficult to find. Some of the job vacancies occurred due to employee turnover and many were due to the addition of new positions. Few vacancies were reported due to promotions or temporary help. 40 Vocational and Educational Counselors were hired in the last 12 months. Many employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Large

Projected Job Growth Rate: 0%

Annual Job Growth: Remain Stable

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to sit for two or more hours at a time; lift 10 lb.

Other Qualifications: Candidates must be able to work with many cultures; organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; plan and organize the work of others; work under pressure and handle crisis; possess a good DMV record.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	29%
• Newspaper Ads	64%
• Private Employment Agencies	0%
• Walk-in Applicants	29%
• In-House Promotions or Transfers	50%
• School, Program Referrals	14%
• Colleges/Universities	36%
• Employment Development Department	14%
• Union Hall Referrals	0%
• Internet	36%
• Trade Journals	14%
• Other	14%

WHERE THE JOBS ARE

Individual and Family Social Services

Job Training and Vocational Rehabilitation Services

Junior Colleges and Technical Institutes

Administration of Social, Human Resource and Income Maintenance Programs

DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Persons who just work counters are not included.

15 employers responded, 129 employees represented. 23% of surveyed employees are male and 77% are female. (OES 650080)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Few employers reported that new hired Waiters and Waitresses need a high school diploma or the equivalent, with almost all accepting employees with less than high school diploma or equivalent. Few employers surveyed require word processing and spreadsheet skills of new hires

Few employers (7%) require previous work experience, while 20% state they prefer employees have previous work experience. Few employers report they accept other work experience. Few report training is acceptable in lieu of experience, while few employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$5.75	\$5.75
Experienced/New to Firm:	\$5.75 - \$5.75	\$5.75
3 Years Experience with Firm:	\$5.75 - \$7.50	\$5.75

*Tips are additional compensation for this occupation and range from \$.50 per hour - \$7.50 per hour.

Few employers provide paid vacation and paid medical insurance for full time employees.

HOURS

Full-time employees work an average of 40 hours per week while part-time employees work an average of 25 hours per week. Temporary and seasonal employees work seven and five hours per week, respectively. Almost all employers have day shift and most have swing shift hours available.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was not difficult to find fully experienced and qualified employees. Inexperienced employees were reported to be moder-

ately difficult to find. Most of the job vacancies occurred due to employee turnover and few were due to the addition of new positions, promotions or temporary hires. 50 Waiters and Waitresses were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Very Large

Projected Job Growth Rate: 17.9%

Annual Job Growth: Much Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess English grammar, spelling skills and basic math skills; be able to communicate verbally and in writing; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stamina to stand for two or more hours at a time; lift at least 10 lb.; and pass a medical exam.

Other Qualifications: Candidates must be able to organize their time; possess record keeping skills; pay attention to detail and be able to solve problems; work under pressure and handle crisis.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	100%
• Newspaper Ads	47%
• Private Employment Agencies	0%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	33%
• School, Program Referrals	0%
• Colleges/Universities	0%
• Employment Development Department	0%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	7%

WHERE THE JOBS ARE

Eating Places

Welders and Cutters

Surveyed 1999

DESCRIPTION

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

15 employers responded, 70 employees represented. 100% of surveyed employees are male and 0% are female. (OES 939140)

TRAINING, EXPERIENCE AND OTHER REQUIREMENTS

Many employers reported that new hired Welders and Cutters need a high school diploma or the equivalent while many employers accept less than a high school diploma or equivalent.

Many employers (47%) require previous work experience, while 40% state they prefer employees have previous work experience. Some employers report they accept other work experience. Many report training is acceptable in lieu of experience, while 20% state technical or vocational training is required. Some employers surveyed report training is not required but preferred.

WAGES AND FRINGE BENEFITS

	<u>Range</u>	<u>Median</u>
Entry Level/No Experience:	\$5.75 - \$9.55	\$6.50
Experienced/New to Firm:	\$6.00 - \$11.00	\$7.00
3 Years Experience with Firm:	\$8.00 - \$16.00	\$11.66

Many employers provide paid vacation and medical insurance, while some provide for paid sick leave and dental insurance for full time employees. Few employers provide life insurance and a retirement plan.

HOURS

Full-time employees work an average of 42 hours per week while part-time employees work an average of 27 hours per week.

EMPLOYMENT TRENDS

Supply/Demand Assessment

Employers reported it was moderately difficult to find fully experienced and qualified employees and inexperienced employees. Most of the job vacancies occurred due to employee turnover and few were due to the addition of new positions and promotions. 18 Welders and Cutters were hired in the last 12 months. Almost all employers surveyed expect employment to remain stable over the next two years. A few expect growth.

Occupational Outlook: 1995 - 2002

The average 1995-2002 projected occupational growth rate for Kings County is 10%.

Size: Medium

Projected Job Growth Rate: 25%

Annual Job Growth: Much Faster than Average

QUALIFICATIONS FOR JOB ENTRY

Basic Skills: Must possess basic math skills; be able to communicate verbally; ability to work independently and as a team; ability to do repetitive work.

Physical Abilities: Must have the stand for two or more hours at a time; lift 50 lb.; perform strenuous work.

Other Qualifications: Candidates must be able to pay attention to detail and be able to solve problems; work under pressure; must be willing to work weekends and over-time.

EMPLOYER RECRUITMENT METHODS

• Employee Referrals	93%
• Newspaper Ads	67%
• Private Employment Agencies	7%
• Walk-in Applicants	93%
• In-House Promotions or Transfers	7%
• School, Program Referrals	13%
• Colleges/Universities	0%
• Employment Development Department	7%
• Union Hall Referrals	0%
• Internet	0%
• Trade Journals	0%
• Other	0%

WHERE THE JOBS ARE

Special Trade Contractors

Sporting and Recreational Goods and Supplies-Con.

Sheet Metal Work

Repair Shops and Related Services

1999 - 2001 Training Directory

This training directory contains information on certificate and degree programs offered in Kings, Fresno and Tulare Counties, which prepare students for entry into one or more specified occupations. Private schools included in the directory are all approved by the California Council for Private Post-Secondary and Vocational Education (CPPVE). Credit or units obtained through a private school may or may not be transferable to a public college or university. Anyone who plans to eventually attend or transfer to a public college or university is urged to contact a transferring school or to discuss their plan and the issue of transferability.

The Employment Development Department (EDD) does not endorse the schools and training providers listed in the report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in this directory. Additionally, inclusion or exclusion of a provider is in no form an endorsement or non-endorsement of training providers by the Kings County Job Training Office.

OCCUPATIONAL TRAINING SITES

2001 School (s) and Contact Information

Able Industries

Mailing/Street Address:
8127 Avenue 304
Visalia, CA 93291

Phone: (559) 627-0550

Fax: (559) 734-5049

Available Programs :

- * First Line Supervisors and Managers/Supervisors —
Sales & Related Occupations
- * Maintenance Repairers—General Utility
- * Stock Clerks—Stockroom, Warehouse, Storage
Yard

A. D. Banker & Company

Mailing/Street Address:
2743 Shaw Ave.
Fresno, CA 93727

Phone: (800) 866-2468)

Fax: (913) 451-3766

Available Programs:

- * Financial Managers

Advanced Truck Driving School

Mailing/Street Address:
1728 N. Kelsey Street
Visalia, CA 93291

Phone: (800) 600-1978

Fax: (559) 651-8032

Available Programs :

- * Bus Drivers

Beverly Enterprises

Mailing/Street Address:
2984 North Maroa
Fresno, CA 93704

Phone: (559) 266-9401

Fax: (559) 226-4239

Available Programs :

- * Nurse Aides

Business Productivity Group

Phone: (559) 244-6300

Fax: (559) 244-6305

Mailing/Street Address:

1477 E. Shaw, #140

Fresno, CA 93710

Available Programs:

- * Bookkeeping, Accounting and Auditing Clerks

California School of Technology, Inc.

Phone: (559) 456-3902

Fax: (559) 456-4291

Mailing/Street Address:

5465 E. Hedges Ave.

Fresno, CA 93727

Available Programs:

- * Accountants and Auditors
- * Driver/Sales Workers
- * Janitors and Cleaners, Except Maids and Housekeeping Cleaners
- * Maintenance Repairers—General Utility
- * Medical Secretaries
- * Secretaries, Except Legal and Medical
- * Secretaries, Medical

California State University, Fresno

Phone: (559) 278-4240

Fax: (559) 278-4812

Mailing/Street Address:

5150 North Maple Avenue

Fresno, CA 93740-0057

Available Programs :

- * Accountants and Auditors
- * Correction Officers and Jailers
- * Financial Managers
- * Physical Therapists
- * Registered Nurses
- * Systems Analysts—Electronic Data Processing
- * Teachers—Elementary School
- * Teachers—Secondary School
- * Vocational and Educational Counselors

California State University, Fresno, Division of Extended Education

Phone: (559) 278-0333

Fax: (559) 278-0395

Mailing/Street Address:

5005 North Maple Avenue M/S ED76

Fresno, CA 93740-0076

Available Programs :

- * Systems Analysts—Electronic Data Processing
- * Teachers—Elementary School
- * Teachers—Secondary School

Central Adult Education

Phone: (559) 276-5230

Fax: (559) 276-8204

Mailing/Street Address:

2698 North Brawley

Fresno, CA 93722

Available Programs :

- * General Office Clerks
- * Real Estate Clerk
- * Receptionist and Information Clerk
- * Stock Clerks—Stockroom, Warehouse, Storage Yard
- * Systems Analysts—Electronic Data Processing

Central California College School of Law

Phone: (559) 233-4074

Fax: (559) 233-1641

Mailing/Street Address:

2140 Merced Street, Ste. 102

Fresno, CA 93721

Available Programs:

- * Paralegal Personnel

Central City Vocational Training

Mailing/Street Address
3328 W. Sussex Way
Fresno, CA 93722

Phone: (559) 222-1995
Fax: (559) 222-1995

Available Programs:

- * Cashiers

Chapman University

Mailing/Street Address
1821 Meadow Lane
Visalia, CA 93277

Phone: (559) 625-4436
Fax: (559) 625-4436

Naval Air Station
P.O. Box 1220
Lemoore, CA 93245

Phone: (559) 998-6891
Fax: (559) 998-6894

Available Programs :

- * Systems Analysts—Electronic Data Processing
- * Teachers—Elementary School
- * Teachers—Secondary School

Lemoore Naval Air Station

- * Teachers—Elementary School
- * Teachers—Secondary School

College of the Sequoias

Mailing/Street Address:
915 S. Mooney Blvd.
Visalia, CA 93277-2234

Phone: (559) 730-3710
Fax: (559) 730-3901

Available Programs:

- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * Child Care Workers
- * Correction Officers and Jailers
- * First Line Supervisors and Managers/Supervisors—
Sales & Related Occupations
- * General Office Clerks
- * Licensed Practical Nurses
- * Medical Secretaries
- * Paralegal Personnel
- * Plumbers, Pipe fitters, and Steamfitters
- * Real Estate Clerks

- * Receptionists and Information Clerks
- * Registered Nurses
- * Secretaries, Except Legal and Medical
- * Secretaries, Medical
- * Stock Clerks—Stockroom, Warehouse, Storage Yard
- * Systems Analysts—Electronic Data Processing
- * Welders and Cutters

Construction Craft Training Center

Phone: (510) 785-2282
Fax: (510) 785-9136

Mailing/Street Address:
5654 E. Westover
Fresno, CA 93727

Available Programs:

- * Plumbers, Pipe fitters, and Steamfitters

Custom Training Solutions

Phone: (559) 432-4128
Fax: (559) 432-8766

Mailing/Street Address:
6042 N. Fresno St., Ste. 205
Fresno, CA 93710

Available Programs:

- * Accountants and Auditors
- * General Office Clerks
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Stock Clerks—Stockroom, Warehouse, Storage Yard

Donald R. Reid & Associates

Phone: (559) 229-1570
Fax: (559) 224-8535

Mailing/Street Address:
1925 W. Fedora Ave.
Fresno, CA 93705

Available Programs:

- * First Line Supervisors and Managers/
Supervisors—Sales & Related Occupations

Fresno Adult School

Mailing/Street Address:

2500 Stanislaus

Fresno, CA 93721

Phone: (559) 457-6000

Fax: (559) 457-6001

Available Programs :

- * Bookkeeping, Accounting and Auditing Clerks
- * Cashiers
- * Driver/Sales Workers
- * First Line Supervisors and Managers/ Supervisors—Sales & Related Occupations
- * General Office Clerks
- * Janitors and Cleaners, Except Maids and Housekeeping Cleaners
- * Medical Secretaries
- * Nurse Aides
- * Payroll and Timekeeping Clerks
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Secretaries, Medical

Fresno Area Plumbers, Pipe and Refrigeration Fitters JATC

Mailing/Street Address:

1303 N. Rabe, Ste. 102

Fresno, CA 93727

Phone: (559) 455-1526

Fax: (559) 455-1874

Available Programs:

- * Heating, Air Conditioning, and Refrigeration Mechanics and Installers
- * Plumbers, Pipe fitters, and Steamfitters

Fresno City College

Mailing/Street Address:

1101 E. University Ave.

Fresno, CA 93741-0001

Phone: (559) 442-4600

Fax: (559) 237-4232

Available Programs:

- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks

- * Bus and Truck Mechanics and Diesel Engine Specialists
- * Child Care Workers
- * Correction Officers and Jailers
- * Dental Hygienists
- * First Line Supervisors and Managers/
Supervisors—Sales & Related Occupations
- * General Office Clerks
- * Guards and Watch Guards
- * Medical Assistants
- * Medical Secretaries
- * Paralegal Personnel
- * Plumbers, Pipe fitters, and Steamfitters
- * Police Patrol Officers
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Registered Nurses
- * Secretaries, Medical
- * Stock Clerks—Stockroom, Warehouse,
Storage Yard
- * Teachers—Elementary School
- * Welders and Cutters

Fresno City College/Vocational Training Center

Phone: (559) 486-0173

Fax: (559) 264-1156

Mailing/Street Address:

2930 E. Annadale Ave.

Fresno, CA 93725

Available Programs:

- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * General Office Clerks
- * Maintenance Repairers—General Utility
- * Medical Secretaries
- * Payroll and Timekeeping Clerks
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Secretaries, Except Legal and Medical
- * Secretaries, Medical
- * Stock Clerks—Stockroom, Warehouse,
Storage Yard

Fresno Pacific University

Mailing/Street Address:
1717 South Chestnut Avenue
Fresno, CA 93702-4798

Phone: (559) 251-7194
Fax: (559) 453-2001

Available Programs :

- * Teachers—Secondary School

Fresno Regional Occupational Program

Mailing/Street Address:
1111 Van Ness Towers, Ste. 5
Fresno, CA 93721

Phone: (559) 497-3860
Fax: (559) 497-3806

Available Programs :

- * Cashiers
- * Child Care Workers

Fresno Vicinity Sheet Metal Industry Apprenticeship JATC

Mailing/Street Address:
4585 E. Floradora, #B
Fresno, CA 93703

Phone: (559) 255-3665
Fax: (559) 255-6450

Available Programs:

- * Heating, Air Conditioning and Refrigeration Mechanics and Installers

Galen College of Medical and Dental Assistants

Mailing/Street Address:
3908 W. Caldwell, #A
Visalia, CA 93277

Phone: (559) 732-2217
Fax: (559) 732-3243

Other Locations:

1325 N. Wishon Ave.
Fresno, CA 93277

Phone: (559) 264-9726
Fax: (559) 264-0985

Available Programs :

- * Dental Assistants
- * Medical Assistants

Golden State Business College, Inc.

Mailing/Street Address:
3356 S. Fairway
Visalia, CA 93277

Available Programs :

- * Bookkeeping, Accounting and Auditing Clerks
- * Medical Assistants
- * Medical Secretaries
- * Secretaries, Medical
- * Systems Analysts—Electronic Data Processing

Phone: (559) 733-4040
Fax: (559) 735-3808

Goodwill Industries of San Joaquin Valley Inc.

Mailing/Street Address:
1077 E. Shaw Ave.
Fresno, CA 93710

Phone: (559) 224-0162
Fax: (559) 224-0285

Available Programs:

- * First Line Supervisors and Managers/Supervisors—Sales & Related Occupations
- * Janitors and Cleaners, Except Maids and Housekeeping Cleaners
- * Medical Secretaries
- * Secretaries, Except Legal and Medical
- * Secretaries, Medical

H & R Block Tax Training School

Mailing/Street Address:
1942 S. Court
Visalia, CA 93277

Phone: (559) 627-2101
Fax: (559) 627-2116

Other Location:
4039 N. Blackstone Ave.
Fresno, CA 93726

Phone: (559) 229-0602
Fax: (559) 228-8293

Available Programs:

- * Accountants and Auditors

Hanford Adult School

Mailing/Street Address:
905 North Campus Drive
Hanford, CA 93230

Phone: (559) 583-0856
Fax: (559) 583-2648

Available Programs :

- * Janitors and Cleaners, Except Maids and Housekeeping Cleaners
- * Medical Secretaries
- * Nurse Aides
- * Registered Nurses
- * Secretaries, Medical
- * Systems Analysts—Electronic Data Processing
- * Welders and Cutters

Heald College

Mailing/Street Address:
255 West Bullard
Fresno, CA 93704

Phone: (559) 438-4222
Fax: (559) 438-6368

Available Programs :

- * Bookkeeping, Accounting and Auditing Clerks
- * Computer Support Specialist
- * Payroll and Timekeeping Clerks
- * Systems Analysts—Electronic Data Processing

Hi Tech Vocational Institute

Mailing/Street Address:
2422 North Marks, PMB 641
Fresno, CA 93722

Phone: (559) 276-2886
Fax: (559) 276-3201

Available Programs :

- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * First Line Supervisors and Managers/Supervisors—Sales & Related Occupations

- * General Office Clerks
- * Janitors and Cleaners, Except Maids and Housekeeping Cleaners
- * Maintenance Repairers—General Utility
- * Payroll and Timekeeping Clerks
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Stock Clerks—Stockroom, Warehouse, Storage Yard

Kings Regional Occupational Program (ROP)

Mailing/Street Address
1144 W. Lacey Blvd.
Hanford, CA 93230

Phone: (559) 584-1441
Fax: (559) 589-7007

Available Programs :

- * Auto/Automotive Mechanic/Technician
- * Farm Equipment Mechanics
- * Farm Equipment Operators
- * General Office Clerk
- * Maintenance Repairers—General Utility
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Stock Clerks—Stockroom, Warehouse, Storage Yard

Management Training/Marketing Association (MTMA) Schools, Inc.

Mailing/Street Address:
1313 P Street, Suite 205
Fresno, CA 93721

Phone: (559) 268-0938
Fax (559) 268-0558

Available Programs :

- * Computer Support Specialist
- * General Office Clerks
- * Maintenance Repairers—General Utility
- * Medical Secretaries
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Secretaries, Medical
- * Stock Clerks—Stockroom, Warehouse, Storage Yard

Microcomputer Education Center

Phone: (559) 456-0623

Fax: (559) 456-0188

Mailing/Street Address:
2002 North Gateway Blvd.
Fresno, CA 93727

Available Programs :

- * Bookkeeping, Accounting and Auditing Clerks
- * Computer Support Specialist
- * General Office Clerks
- * Medical Secretaries
- * Payroll and Timekeeping Clerks
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Secretaries, Except Legal and Medical
- * Secretaries, Medical
- * Stock Clerks—Stockroom, Warehouse, Storage Yard
- * Systems Analysts—Electronic Data Processing

National Training Institute, Inc.

Phone: (559) 456-1522

Fax: (559) 456-4841

Mailing/Street Address:
1755 N. Gateway Blvd.
Fresno, CA 93727-1628

Available Programs :

- * Computer Support Specialist
- * First Line Supervisors and Managers/Supervisors—Sales & Related Occupations

National University

Phone: (559) 294-4500

Fax: (559) 294-4596

Mailing/Street Address
2767 E. Shaw
Fresno, CA 93710

Available Programs:

- * Bookkeeping, Accounting and Auditing Clerks
- * Payroll and Timekeeping Clerks
- * Teachers—Elementary School
- * Teachers—Secondary School

Northern California & Northern Nevada Sta- tionary Engineers

Mailing/Street Address:
839 N. Fulton St.
Fresno, CA 93728

Phone: (559) 233-0839
Fax: (559) 233-0896

Available Programs:

- * Maintenance Repairers—
General Utility

Oak Brook College of Law and Government Policy

Mailing/Street Address:
7545 N. Del Mar, Ste. 106
Fresno, CA 93711

Phone: (559) 650-7755
Fax: (559) 650-7750

Available Programs:

- * Paralegal Personnel

Police Science Institute

Mailing/Street Address:
777 W. Shaw
Fresno, CA 93721

Phone: (559) 266-3173
Fax: (559) 266-3421

Available Programs :

- * Bus Drivers—School
- * Correction Officers and Jailers
- * Guards and Watch Guards
- * Police Patrol Officers

Proteus, Inc.

Mailing/Street Address:
1900 N. Dinuba Blvd. #E
Visalia, CA 93291

Phone: (559) 627-0100
Fax: (559) 627-6558

Other Locations:

1109 Houston
Visalia, CA 93291

Phone: (559) 625-4628
Fax: (559) 625-5973

1815 Van Ness
Fresno, CA 93721

Phone: (559) 485-5600
Fax: (559) 485-1832

Available Programs :

- * First Line Supervisors and Manager
- * General Office Clerks
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Stock Clerks—Stockroom, Warehouse, Storage Yard
- * Systems Analysts—Electronic Data Processing
- * Supervisors—Sales & Related Occupations

Quality College Vocational Careers

Phone: (559) 497-5050

Fax: (559) 264-4454

Mailing/Street Address:

1570 North Wishon

Fresno, CA 93728

Available Programs :

- * Bookkeeping, Accounting and Auditing Clerks
- * Bus Drivers—School
- * Medical Assistants
- * Medical Secretaries
- * Payroll and Timekeeping Clerks
- * Secretaries, Except Legal and Medical
- * Secretaries, Medical

San Joaquin Valley College

Phone: (559) 448-8282

Fax: (559) 488-8250

Fresno Mailing/Street Address:

295 E. Sierra Avenue

Fresno, CA 93710

Other Locations:

8400 West Mineral King Avenue

Visalia, CA 93291-9283

Phone: (559) 651-2500

Fax: (559) 651-0574

Available Programs :

- * Correction Officers and Jailers
- * Dental Assistants
- * Dental Hygienists
- * Heating, Air Conditioning, and Refrigeration Mechanics and Installers
- * Medical Assistants
- * Medical Secretaries
- * Pharmacy Technicians
- * Registered Nurses
- * Secretaries, Medical
- * Systems Analysts—Electronic Data Processing

Sierra Valley Business College

Phone: (559) 222-0947

Fax: (559) 222-0947

Mailing/Street Address:
4747 North First Street, Building D
Fresno, CA 93726

Available Programs:

- * Medical Secretaries
- * Secretaries, Except Legal and Medical
- * Secretaries, Medical

Tulare Adult School

Phone: (559) 686-0225

Fax: (559) 687-7447

Mailing/Street Address:
575 W. Maple
Tulare, CA 93274

Available Programs:

- * Cashiers
- * Driver/Sales Workers
- * First Line Supervisors and Managers/
Supervisors—Sales & Related Occupa-
tions
- * General Office Clerks
- * Medical Assistants
- * Medical Secretaries
- * Nurse Aides
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Secretaries, Except Legal and Medical
- * Secretaries, Medical
- * Stock Clerks—Stockroom, Warehouse,
Storage Yard
- * Systems Analysts—Electronic Data
Processing
- * Welders and Cutters

Tulare County Organization for Vocational Education (TCOVE)

Phone: (559) 688-0571

Fax: (559) 688-5913

Mailing/Street Address:
4136 North Mooney Boulevard
Tulare, CA 93274-1199

Available Programs :

- * Accountants and Auditors
- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * Cashiers
- * Child Care Workers
- * Correction Officers and Jailers
- * Farm Equipment Operators
- * First Line Supervisors and Managers/Supervisors—Sales & Related Occupations
- * Food Preparation Workers
- * Medical Secretaries
- * Payroll and Timekeeping Clerks
- * Police Patrol Officers
- * Receptionists and Information Clerks
- * Secretaries, Except Legal and Medical
- * Secretaries, Medical
- * Stock Clerks—Stockroom, Warehouse, Storage Yard
- * Tellers
- * Welders and Cutters

**Truck Driving Academy—
Fresno**

Phone: (559) 233-4700
Fax: (559) 266-0747

Mailing/Street Address:
2757 South Golden State Blvd.
Fresno, CA 93725

Available Programs :

- * Bus Drivers—School

**Trucker Institute Test
Systems**

Phone: (559) 732-4318

Mailing/Street Address:
P.O. Box 1725
Visalia, CA 93279

1830 S. Mooney Blvd., Ste. 204
Visalia, CA 93277

Available Programs:

- * Bus Drivers—School

University of Phoenix

Mailing/Street Address:
2490 W. Shaw Ave. #105
Fresno, CA 93711

Phone: (559) 243-2149
Fax: (559) 248-0263

Available Programs :

- * Accountants and Auditors
- * Computer Support Specialist
- * Registered Nurses
- * Systems Analysts—Electronic Data Processing
- * Teachers—Elementary School
- * Teachers—Secondary School

Valley Software Educational

Mailing/Street Address:
1702 E. Bullard, Suite 103B
Fresno, CA 93170-5800

Phone: (559) 437-9825
Fax: (559) 437-9643

Available Programs :

- * Medical Secretaries
- * Payroll and Timekeeping Clerks

Valley Vocational College

Mailing/Street Address:
1380 N. Abby
Fresno, CA 93703

Phone: (559) 266-7577
Fax: (559) 266-3947

Available Programs:

- * Automotive Mechanics
- * Bookkeeping, Accounting and Auditing Clerks
- * Cashiers
- * Driver/Sales Workers
- * General Office Clerks
- * Medical Secretaries
- * Payroll and Timekeeping Clerks
- * Real Estate Clerks
- * Receptionists and Information Clerks
- * Secretaries, Except Legal and Medical
- * Secretaries, Medical
- * Stock Clerks—Stockroom, Warehouse, Storage Yard

Visalia Adult School

Mailing/Street Address:

3110 E. Houston

Visalia, CA 93292

Phone: (559) 730-7655

Fax: (559) 635-0372

Available Programs :

- * Medical Secretaries
- * Nurses Aides
- * Registered Nurses
- * Secretaries, Medical
- * Systems Analysts—Electronic Data Processing
- * Welders and Cutters

West Hills College

Mailing/Street Address:

300 West Cherry Lane

Coalinga, CA 93210-1399

Phone: (559) 935-0801

Fax: (559) 935-5655

Available Programs :

- * Bus and Truck Mechanics and Diesel Engine Specialists
- * Farm Equipment Mechanics

Western Pacific Truck School

Mailing/Street Address:

4565 North Golden State Blvd.

Fresno, CA 93722

Phone: (559) 276-1220

Fax: (559) 276-2842

Available Programs :

- * Bus Driver—School

Occupations and Associated Schools

The following is an alphabetical listing of occupations contained in this publication, along with a listing of schools which offer training in that occupation.

Accountants and Auditors - OES 211140

- California School of Technology, Inc.
- California State University, Fresno
- Custom Training Solutions
- H & R Block Tax Training School, Fresno and Tulare
- Tulare County Organization for Vocational Education (TCOVE)
- University of Phoenix

Automotive Mechanics - OES 853020

- California Technical Training Tulare
- Central Valley Automotive & Machinist JAC
- College of the Sequoias, Tulare
- Fresno City college
- Fresno City College Vocational Training
- Hi-Tech vocational Institute
- Kings County Regional Occupational Program
- Tulare County Organization for Vocational Education (TCOVE)
- Valley Vocational College

Bakers - Bread and Pastry - OES 650210

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Bookkeeping, Accounting and Auditing Clerks - OES 553380

- Business Productivity Group
- California Technical Training Tulare
- College of Sequoias
- Fresno Adult School
- Fresno City College
- Fresno City College Vocational Training Center
- Golden State Business College
- Heald College, Fresno
- Hi-Tech Vocational Institute
- Valley Software Educational

- Microcomputer Education Center
- National University
- Quality College Vocational Careers
- * Tulare Co Org for Vocational Education

Bus and Truck Mechanics and Diesel Engine Specialists - OES 853110

- Central Valley Automotive & Machinist JAC
- Fresno City College
- West Hills College

Bus Drivers - School - OES 971110

- Advanced Truck Driving School
- Major Express Truck School
- Police Science Institute
- Quality College Vocational Careers
- Trucker Institute Test Systems
- Western Pacific Truck School

Cannery Workers - OES 939350

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Cashiers - OES 490230

- California School of Technology, Inc.
- Central City Vocational Training
- Fresno Adult School
- Fresno Regional Occupational Program
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)
- Valley Vocational College

Child Care Workers - OES 680380

- College of Sequoias
- Fresno City College
- Fresno Regional Occupational Program
- Tulare County Organization for Vocational Education (TCOVE)

Computer Support Specialist - OES 251040

- Fresno City College — Training Institute
- Heald College, Fresno
- Management Training/Marketing Associates (MTMA) School Inc.
- * Microcomputer Education Center

- Valley Vocational College
- National Training Institute Inc.
- Sierra Valley Business College
- University of Phoenix

Construction Managers - OES 150170

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Cooks - Restaurant - OES 650260

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Cooks—Specialty Fast Food - OES 650320

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Correction Officers and Jailers - OES 630170

- California State University, Fresno
- College of the Sequoias
- Fresno City College
- Police Science Institute
- San Joaquin Valley College
- Tulare County Organization for Vocational Education (TCOVE)

Customer Service Representatives - OES 553350998

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Dental Assistants - OES 660020

- Galen College of Medical and Dental Assistants
- San Joaquin Valley College

Dental Hygienists— OES 329080

- * Fresno City College
- * San Joaquin Valley College

Driver/Sales Workers - OES 971170

- California School of Technology, Inc.
- Fresno Adult School
- Fresno Regional Occupational Program
- Tulare Adult School
- Valley Vocational College

Farm Equipment Mechanics - OES 853210

- Kings County Regional Occupational Program (ROP)
- West Hills College

Farm Equipment Operators - OES 790210

- Kings County Regional Occupational Center (ROP)
- Tulare County Organization for Vocational Education (TCOVE)

Farm Workers, Farm and Ranch Animals - OES 798580

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Financial Managers - OES 130020

- A. D. Banker and Company
- California State University, Fresno
- Fresno Regional Occupational Program

Food Preparation Workers - OES 650380

- Tulare Co Org for Vocational Education

Forklift Operators - OES 921683999

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

General Office Clerks - OES 553470

- California Technical Training, Tulare
- Central Adult Education
- College of Sequoias
- Custom Training Solutions
- Fresno Adult School
- Fresno City College
- Fresno City College Vocational Training Center
- Fresno Regional Occupational Program
- Hi Tech Vocational Institute
- Kings Regional Occupational Program (ROP)
- Management Training/Marketing Associates (MTMA) Schools Inc.
- Microcomputer Education Center
- Proteus, Inc., Visalia
- Tulare Adult School
- * Valley Vocational College

Guards and Watch Guards - OES 630470

- Fresno City College
- Police Science Institute

Heating, Air Conditioning, and Refrigeration Mechanics and Installers - OES 859020

- Fresno Area Plumbers, Pipe and Refrigeration Fitters JATC
- Fresno City College
- Fresno Vicinity She Metal Industry Apprenticeship JATC
- San Joaquin Valley College

Helpers—All Construction Trades - OES 983190

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Human Service Workers—OES 273080

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Industrial Truck and Tractor Operators - OES 979470

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Instructional Aides - OES 315211

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Janitors and Cleaners, Except Maids and Housekeeping Cleaners - OES 670050

- California School of Technology, Inc.
- Fresno Adult School
- Goodwill Industries of San Joaquin Valley
- Hanford Adult School
- * Hi Tech Vocational Institute

Laborers, Landscaping and GroundsKeeping - OES 790410

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Licensed Practical Nurses - OES 325050

- College of the Sequoias

Machinery Maintenance Mechanic - OES 851100

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Maintenance Repairers - General Utility - OES 851320

- Able Industries
- California School of Technology, Inc.
- Central Valley Automotive and Machinist JAC
- Fresno City College Vocational Training Center
- Hi Tech Vocational Institute
- Kings County Regional Occupational Program
- Management Training/Marketing Association (MTMA) Schools
- Northern California & Northern Nevada Stationary Engineers

Medical Assistants - OES 660050

- Computer Training Institute of Central California
- Fresno City College
- Fresno Regional Occupational Program
- Galen College of Medical and Dental Assistants
- Golden State Business College
- Quality College Vocational Careers
- San Joaquin Valley College
- * Tulare Adult School
- Valley Software Educational

Medical Secretaries - OES 551050

- California School of Technology, Inc.
- College of Sequoias
- Computer Training Institute of Central California
- Fresno Adult School
- Fresno City College
- Fresno City College Vocational Training
- Fresno Regional Occupational Program
- Golden State Business College
- Goodwill Industries of San Joaquin Valley
- Hanford Adult School
- Management Training/Marketing Associates (MTMA) Schools Inc.
- Microcomputer Education Center
- Quality College Vocational Careers
- San Joaquin Valley College
- Sierra Valley Business College
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)

Nurse Aides - OES 660080

- Beverly Training Center
- Fresno Adult School
- Fresno Regional Occupational Program
- Hanford Adult School
- Tulare Adult School
- Visalia Adult School

Opticians, Dispensing and Measuring - OES 325140

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Paralegal Personnel—OES 283050

- * Central California College School of Law
- * College of the Sequoias
- * Fresno City College
- * Oak Brook College of Law and Government Policy

Payroll and Timekeeping Clerks—OES 553410

- * College of the Sequoias
- * Fresno Adult School
- * Fresno City College Vocational Training Center
- * Heald College, Fresno
- * Hi-Tech Vocational Institute
- * Microcomputer Education Center
- * National University
- * Quality College Vocational Careers
- * Tulare County Organization for Vocational Education (TCOVE)
- * Valley Software Educational
- * Valley Vocational College

Pharmacy Technicians - OES 325180

- * Quality College Vocational Careers
- * San Joaquin Valley College

Physical Therapists—OES 323080

California State University, Fresno

Plumbers, Pipefitters, and Steamfitters—OES 875020

- * College of the Sequoias
- * Construction Craft Training Center
- * Fresno Area Plumbers, Pipe and Refrigeration Fitters JATC

Police Patrol Officers —OES 630140

- * College of the Sequoias
- * Fresno City College
- * Police Science Institute
- * Tulare County Organization for Vocational Education (TCOVE)

Real Estate Clerks - OES 539140

- California Technical Training Tulare
- Central Adult Education
- College of the Sequoias
- Custom Training Solutions
- Fresno Adult School
- Fresno City College
- Fresno City College Vocational Training Center
- Fresno Regional Occupational Program
- Hi Tech Vocational Institute
- Kings County Regional Occupational Program
- Management Training/Marketing Associates (MTMA) Schools, Inc.
- Microcomputer Education Center
- Proteus, Inc., Visalia
- Tulare Adult School
- Valley Vocational College

Receptionists and Information Clerks - OES 553050

- California Technical Training, Tulare
- Central Adult Education
- College of the Sequoias
- Custom Training Solutions
- Fresno Adult School
- Fresno City College
- Fresno City College Vocational Training Center
- Fresno Regional Occupational Program
- Hi Tech Vocational Institute
- Kings County Regional Occupational Program (ROP)
- Management Training/Marketing Associates (MTMA) Schools Inc.
- Microcomputer Education Center
- Proteus, Inc., Visalia
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)
- * Valley Vocational College

Registered Nurses—OES 325020

- * California State University, Fresno
- * College of the Sequoias
- * Fresno City College
- * Hanford Adult School
- * San Joaquin Valley College
- * University of Phoenix
- * Visalia Adult School

Secretaries, Except Legal and Medical - OES 551080

- California School of Technology, Inc.
- College of the Sequoias
- Computer Training Institute of Central California
- Fresno City College Vocational Training Center
- Fresno Institute of Technology
- Goodwill Industries of San Joaquin Valley
- Microcomputer Education Center
- Quality College Vocational Careers
- Sierra Valley Business College
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)
- * Valley Vocational College

Stock Clerks - Stockroom, Warehouse, Storage Yard - OES 580230

- Able Industries
- California Technical Training, Tulare
- Central Adult Education
- Central Automotive & Machinest JAC
- College of the Sequoias
- Custom Training Solutions
- Fresno Adult School
- Fresno City College
- Fresno City College Vocational Training Center
- Fresno Regional Occupational Program
- Hi Tech Vocational Institute
- Kings County Regional Occupational Program (ROP)
- Management Training/Marketing Associates (MTMA) Schools Inc.
- Microcomputer Education Center
- Proteus, Inc., Visalia
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)
- * Valley Vocational College

(First Line) Supervisors and Managers — OES10020

- Able Industries
- California Technical Education Fresno Inc.
- California Technical Training, Tulare
- Central Valley Automotive & Machinest
- College of the Sequoias
- Donald R. Reid and Associates
- Fresno Adult School
- Fresno City College
- Fresno Regional Occupational Program
- Goodwill Industries of San Joaquin Valley, Inc.
- Hi-Tech Vocational Institute
- National Training Institute Inc.
- Proteus, Inc., Visalia
- Tulare Adult School
- * Tulare County Organization for Vocational Education (TCOVE)

Systems Analysts—Electronic Data Processing— OES 251020

- * Business Productivity Group
- * California State University, Fresno
- * California State University, Fresno, Division of Extended Education
- * Chapman University
- * College of the Sequoias
- * Fresno City College, Training Institute
- * Golden State Business College
- * Hanford Adult School
- * Heald College, Fresno
- * Microcomputer Education Center
- * San Joaquin Valley College
- * Tulare Adult School
- * Visalia Adult School

Teachers—Elementary School—OES 313050

- * California State University, Fresno
- * Chapman University
- * Fresno Adult School
- * Fresno City College
- * Fresno Regional Occupational Program
- * University of Phoenix

Teachers—Secondary School—OES 313080

- * California State University, Fresno
- * California State University, Fresno—Division of Extended Education
- * Chapman University
- * Fresno Adult School
- * Fresno Pacific University
- * Fresno Regional Occupational Program
- * University of Phoenix

Tellers - OES 531020

- * Tulare County Organization for Vocational Education (TCOVE)

Truck Drivers, Light—Include Delivery and Route—OES 971051

- California School of Technology, Inc.
- Fresno Adult School
- Fresno Regional Occupational Program
- Tulare Adult School
- * Valley Vocational College

Vocational and Educational Counselors - OES 315140

- California State University, Fresno

Waiters and Waitresses - OES 650080

No known schools which train for this occupation within Kings, Tulare, Fresno and Visalia areas.

Welders and Cutters - OES 939140

- Central Valley Automotive and Machinist JAC
- College of the Sequoias
- Fresno City College
- Hanford Adult School
- Tulare Adult School
- Tulare County Organization for Vocational Education (TCOVE)
- * Visalia Adult School

APPENDIX

Research Methods

The Kings County Occupational Outlook is the product of a combined effort between the LMID and JTO. Each partner has a specific role that makes this report possible. LMID provides the technical support, while JTO gathers, analyzes, produces and disseminates the information to the community. This section will describe the processes used in the project. For more specific information, please call the Kings County Job Training Office at (559) 585-3532.

The CCOIS annual program cycle is as follows:

1. Twenty occupations are selected for study;
2. Survey samples are designed;
3. Survey questionnaires are prepared for each occupation;
4. Extensive surveys are conducted with local employers;
5. Data is reviewed, coded and keyed into a CCOIS database;
6. Tabulations are developed and analyzed;
7. Outlook reports are prepared, reviewed, and printed; and
8. Reports are disseminated to customers in the community and throughout California and beyond.

Occupation Selection and Definition

There are a variety of criteria used to help select the occupations to be surveyed. The primary objective is to survey occupations that are of the greatest interest to the users (and potential users) in the community within the limitations of a standardized research program.

The following criteria were used by the Kings County Job Training Office to help prioritize occupations to be studied:

1. The occupation should be adequately defined by the Occupational Employment Statistics (OES) classification system;
2. The occupation should have a substantial local employment base;
3. There should be a substantial number of projected local job openings;
4. The potential salary level should be adequate so as to avoid the need for public assistance;
5. The occupation may require some postsecondary education or training;
6. The occupation should be of interest to local program planners, employers or training providers; and
7. The occupations should vary enough so that the same employers aren't overburdened with multiple survey requests.

Unless otherwise noted, the survey occupations are defined using the Occupational Employment Statistics (OES) dictionary published by the US Department of Labor. Although there are exceptions, OES-defined occupations are usually the best choices for employer surveys, as they are sufficiently broad without being too vague in their descriptions. Using the OES classifications has another important benefit; it is the classification system used by the Employment Development Department, Labor Market Information Division to produce Projections of Employment (occupational estimates of size, growth and separations).

In some cases, potential survey occupations lack an adequate OES classification. If there is substantial user interest in the occupation, the Job Training Office can use a classification from the Dictionary of Occupational Titles (DOT) published by the US Department of Labor. Although research methods remain largely the same, these are called “non-OES surveys”. Size and growth estimates are not generally as accurate as with “non-OES surveys” as they are with standard OES-defined surveys.

Survey Sample Selection and Design

After the survey occupations are selected, an employer sample is developed for each occupation. Since the entire universe is not always surveyed, a considerable amount of time is invested to ensure that the survey samples are representative of the labor market. For CCOIS occupational studies, a survey sample is a listing of local employers that reflect all major employing industries for the survey occupation. In addition, the number of employees for each employer is considered to ensure the sample represents employers most likely to provide future employment. For some occupations, this means that the largest employers will be surveyed more often than smaller employers. For other occupations, smaller employers may be more appropriate.

Initially, the survey samples are selected by State Labor Market Information Division staff, using detailed databases on employers, and standard occupational staffing patterns. JTO staff then carefully refines the initial sample of employers for each of the survey occupations. After review, a sample of at least 40 employers per occupation (or as many as can be found, if less than 40) are selected to survey.

Questionnaire Development

Employer survey questionnaires are prepared for each surveyed occupation using a standardized list of questions (see sample questionnaire), including a skills survey.

Employer Survey Procedures

Employer representatives are identified and mailed an employer survey asking for their participation. Those employers who did not complete a survey or indicate they did not want to participate, were later contacted by telephone to determine their willingness to participate in the survey. Employers are assured that any information they provide will be kept strictly confidential, and that any information published will be prepared in summary form to preserve anonymity. Survey respondents are generally responsible for the hiring of personnel in the survey occupation. The Job Training Office must meet or exceed industry and employment response goals to ensure that the data is adequately representative.

Data Entry, Tabulation and Summary

Coded survey responses are entered into the CCOIS database and both LMID and the Job Training Office prepare basic data tabulations. From those tabulations, the data is analyzed and the Job Training Office prepares draft occupational outlook profiles. The draft profiles and other report materials are then reviewed and approved by LMID Analysts whereupon the Occupational Outlook Report is printed and disseminated to local users.

Sample Questionnaire

A sample of the survey instrument is included on the following page. 165



Occupational Information System

Please return completed questionnaire to:

Job Training Office—Lehn
Kings Co. Government Center
Hanford, CA 93230
Phone (559) 585-3532
Fax (559) 585-7395

Occupation: 251040 COMPUTER SUPPORT SPECIALISTS

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages electronic mail, and operating systems.

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If yes please complete this survey for the occupation described.

If no, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in **your county**.

What job title(s) does your firm use for these duties?

Job Title(s):

How many employees does your firm currently have in this occupation?

Number of Employees: ☐

In this occupation, how many are:

Number of Males: ☐

Number of Females: ☐

Regular, Full Time:

Number of Employees:

Average Weekly Hours Worked:

Regular, Part Time:

Number of Employees:

Average Weekly Hours Worked:

Temporary/On Call:

Number of Employees:

Average Weekly Hours Worked:

Seasonal:

Number of Employees:

Average Weekly Hours Worked:

In your firm, what shifts are available for this occupation? (check all that apply)

☐ Day ☐ Swing
☐ Graveyard

☐ Other:
Please Specify:

Has your firm hired in this occupation within the last 12 months?

☐ Yes ☐ No

If yes, how many were hired to fill:

Vacancies resulting from promotions within your firm?

Vacancies resulting from people in permanent positions leaving your firm?

New permanent positions resulting from growth?

Temporary, on call, or seasonal positions?

During the last 12 months, did your firm's employment in this occupation: (check one)	Decline <input type="checkbox"/>	Remain Stable <input type="checkbox"/> Grow <input type="checkbox"/>
Over the next 24 months, do you expect your firm's employment in this occupation to: (check one)	Decline <input type="checkbox"/>	Remain Stable <input type="checkbox"/> Grow <input type="checkbox"/>
When you hire applicants for this occupation, is prior experience in this occupation required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not required, but preferred
If yes or preferred, how much experience in this occupation is required/preferred?	_____ (months)	
Is experience in other occupations accepted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please Specify: Occupation: _____ (months)
If prior experience is required when you hire applications for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (circle one)	Not Difficult 1 2 3 4 Difficult	
If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (circle one)	Not Difficult 1 2 3 4 Difficult	
Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ (months)
Is technical or vocational training required prior to employment in this occupation? If yes or preferred, what kind of training is required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No required, but preferred. _____ _____ _____ (months)
What is the minimum level of education for firm requires when hiring an applicant in this occupation (check one)	<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent	<input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study

What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?

New hires, no experience (trained or untrained): \$ _____

New hires who are experienced: \$ _____

Experienced employees after 3 years with your firm: \$ _____

(Please check one) ☐ Hour ☐ Week ☐ Month ☐ Year

For other compensation, please indicate the average overall earnings and type(s) of compensation

☐ Commission

☐ Tips

☐ Bonus

☐ Piece Rate

☐ Other

Specify: _____

Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number: _____

Yes ☐ No ☐

Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Please Specify)

Does your firm ever promote employees in this occupation to higher level positions?

Yes ☐ No ☐

If yes, what are the titles of the positions to which they may be promoted? _____

What skills are important for career advancement? _____

What computer software skills, if any, does your firm seek in applicants for this occupation (please check all that apply)

Specify software names: ☐ None

☐ Word Processing ☐ Spreadsheet ☐ Database ☐ Desktop Publishing ☐ Other: _____

What other new skills are needed to perform the duties of this occupation? _____

When your firm hires employees for this occupation, which are the top three most successful recruitment methods?

- | | | |
|---|---|---|
| <input type="checkbox"/> In-House promotions or transfers | <input type="checkbox"/> Newspaper ads | <input type="checkbox"/> Internet |
| <input type="checkbox"/> EDD | <input type="checkbox"/> Walk-in applicants | <input type="checkbox"/> Colleges/Universities |
| <input type="checkbox"/> School/program referrals | <input type="checkbox"/> Union hall referrals | <input type="checkbox"/> Employee referrals |
| <input type="checkbox"/> Private employment agencies | <input type="checkbox"/> Trade journals | <input type="checkbox"/> Other (Please specify) |

Are you aware of any new, changing or emerging occupations in your industry?

Yes ☐ No ☐
Please specify: _____

Would you like to receive a complimentary copy of the survey results for this occupation?

Yes ☐ No ☐

The following is a list of skills, physical abilities, and other qualifications that may or may not be important for job entry into this occupation. Please indicate for each qualification whether it is "not important", "somewhat important", or "very important."

Basic Skills:	Not Important	Somewhat Important	Very Important
English grammar and spelling skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform basic mathematical calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to perform routine, repetitive work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Abilities:	Not Important	Somewhat Important	Very Important
Ability to pass a pre-employment medical exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to lift at least 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to do strenuous, physically demanding work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to sit continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to stand continuously for 2 or more hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flexibility:	Not Important	Somewhat Important	Very Important
Willingness to work nights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work part-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work on-call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work temporary or seasonal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to work overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to participant in drug testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Qualifications:	Not Important	Somewhat Important	Very Important
Multi-cultural familiarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record keeping skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational and time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan and organize the work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to handle crisis situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained in CPR and first aid techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possess good DMV driving record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Considering your most recent hires for this occupation, please note any qualifications that seem to be in short supply.

Additional Comments:

Thank you for your cooperation

Area Profile - Kings County

Situated in the heart of California's rich San Joaquin Valley, Kings County covers a triangle-shaped area measuring 1,396 square miles or 918,790 acres, and ranks thirty-fourth in size among the state's 58 counties.

Bounded on the north by the agriculturally rich Kings River and the petroleum-rich Kettleman Hills to the southwest, Kings County is mainly level farmland traversed by the California Aqueduct and a number of other irrigation waterways. Winters are relatively mild. The growing season is over 257 days a year and is characterized by a hot midsummer sun. The nation's top three agricultural counties--Fresno, Tulare, and Kern, bound Kings County on the north, east, and south. Kings County also shares a boundary line with Monterey County, touching in the mountainous Diablo Range southwest of the Kettleman Hills.



Agriculture and related industries dominate Kings County's economy, as they have since the county's incorporation in 1893. Cotton is the number one agricultural commodity in Kings County, followed by production of market milk. Government is a significant employer, with the Naval Air Station in Lemoore and three state prisons within Kings County's border.

Aline of the Santa Fe Railway/Burlington Northern and a branch line of the Union Pacific Railroad serve Kings County rail transportation. Interstate Highway 5 and State Highway 198 are major thoroughfares crossing the county and are connected to State Routes 41 and 43 as well as a network of county roads. Airports serving non-jet aircraft are located near the County's four incorporated cities: the county seat of Hanford, and the cities of Avenal, Corcoran, and Lemoore.

Population of Kings County and Selected Cities 1990, 2000, and 2001

Political Subdivi- sions	1990(a)	2000(b)	2001(b)	Percent change	
				1990 to 2000	2000(b) to 2001(b)
TOTAL	101,469	132,100	136,100	30.2%	3%
Avenal	9,700	15,050	15,700	55.2%	4.3%
Corcoran	13,364	21,250	21,150	59%	-0.5%
Hanford	30,897	42,350	44,100	37.1%	4.1%
Lemoore	13,622	20,000	20,850	47.6%	4.3%
Balance of County	33,816	33,400	34,300	-1.23%	2.7%

(a) Census of Population, April 1, 1990

(b) California Department of Finance estimates for January 1, 2001 & revised estimates for January 1, 2000 (Parts may not add to total due to independent rounding.)

**State of California
Department of Finance
May, 2001**

Kings County Labor Force and Industry Employment
(Data not adjusted for seasonally)
Annual averages 1996-2000

Title	1996	1997	1998	1999	2000
Total, All Industries (1)	33,670	36,160	35,880	42,330	38,310
Total Farm	9,620	9,380	7,700	6,040	7,260
Farm Production	6,160	4,760	4,400	3,300	3,640
Farm Services	3,460	4,620	3,300	2,740	3,629
Total Non-Farm	26,050	26,780	28,180	28,910	31,500
Goods Producing	4,210	4,460	4,500	4,050	4,180
Construction & Mining	930	900	950	1,080	1,050
Manufacturing	3,280	3,570	3,550	2,970	3,130
Durable Goods	380	400	400	400	380
Nondurable Goods	2,900	3,170	3,140	2,570	2,750
Food & Kindred Products	1,610	1,790	1,780	1,350	1,520
Other Nondurable Goods	1,290	1,380	1,370	1,220	1,230
Service Producing	21,840	22,310	23,680	24,860	26,870
Transportation & Public Utilities	800	770	850	930	920
Transportation	540	490	590	650	650
Communications & Public Utilities	260	290	260	280	270
Trade	6,470	6,500	6,660	6,560	6,570
Wholesale Trade	960	950	1,030	1,020	1,010
Retail Trade	5,510	5,540	5,640	5,540	5,560
Food Stores	750	850	820	740	760
Eating & Drinking Places	1,890	1,890	2,020	1,810	1,960
Other Retail Trade	2,870	2,800	2,800	2,990	2,840
Finance, Insurance & Real Estate	630	640	670	720	700
Services	4,680	4,800	4,990	5,320	5,560
Hotels & Other Lodging Places	120	100	130	120	130
Health Services	2,270	2,220	2,270	2,140	2,120
Other Services	2,300	2,480	2,600	3,060	3,310
Government	9,260	9,600	10,500	11,330	13,120
Federal Government	1,410	1,280	1,150	1,040	960
State & Local Government	7,850	8,320	9,350	10,290	12,160
State Government	3,090	3,400	4,140	4,680	4,990
Local Government	4,760	4,910	5,210	5,610	7,170

Source: Employment Development Department, Labor Market Information Division
March 2000 Benchmark

